## **Local Purchase Order**

Serial No…………………

Vendors Name & Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Delivery Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Terms of Payment \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Delivery Point \_\_\_\_\_\_\_\_\_\_\_

PR REF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Order Date \_\_\_\_\_\_\_\_\_\_\_\_

This document constitutes an agreement between the vendor and the buyer. See terms and conditions of this purchase listed on the reverse side

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| --- | --- | --- | --- | --- | --- |
| Item No. | Specification | Unit | Quantity | Unit Price | Total Value |
|   |   |   |   |   |   |
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|  |  |  |  |  |  |
|  |  |  |  | Tax |   |
|  |  |  |  | Total Value |   |

**Amount in Words**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Currency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

 Supplier Acceptance/Stamp Prepared by: \_\_\_\_Date\_\_\_\_\_\_\_

**Approval** A/C Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_ Financial Review: \_\_\_\_\_\_\_\_\_

Procurement Manager

**Approval**

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_ Country Director: \_\_\_\_\_\_\_\_\_

Program Manager/Director/Head of Dept (**Approval for Capital Items**)

|  |
| --- |
| White – SupplierGreen – First to Stores/then to accounts with attached to a Goods Received Note Pink – Purchasing Yellow – Book Copy  |