

Purchase Order Template Pack

Three ready-to-use PO formats — standard goods, services, and blanket orders — with approval fields, line-item tables, and standard terms.

When and How to Use a Purchase Order

A Purchase Order (PO) is a legally binding commercial document issued by a buyer to a seller, authorizing a purchase. POs protect both parties — they document quantity, price, payment terms, and delivery expectations before goods or services are rendered.

Template 1

Standard Goods PO

For purchasing physical goods, supplies, equipment, or inventory. Includes delivery address and inspection terms.

Template 2

Services PO

For contractors, consultants, or agencies. Includes scope reference, deliverable milestones, and payment schedule.

Template 3

Blanket PO

For recurring purchases from a single vendor over a set period. Sets a ceiling amount and release schedule.



Approval Thresholds (Customize for your organization)

Under \$2,500

Department Manager

\$2,500–\$25K

Director + Finance

Over \$25,000

VP / CFO Required

PURCHASE ORDER

Standard Goods

PO NUMBER

PO DATE

BUYER

COMPANY NAME

ADDRESS

CONTACT / EMAIL

VENDOR / SUPPLIER

COMPANY NAME

ADDRESS

CONTACT / EMAIL

DELIVERY ADDRESS

REQUIRED DELIVERY DATE

PAYMENT TERMS

Line #	Item Description	Part / SKU #	Qty	Unit	Unit Price	Total
1					\$	\$
2					\$	\$
3					\$	\$
4					\$	\$
5					\$	\$
					Subtotal	\$
					Tax (%)	\$
					Shipping	\$
					TOTAL	\$

Special Instructions

AUTHORIZED BY

SIGNATURE

NAME / TITLE

DATE

PURCHASE ORDER

Professional Services

PO NUMBER

PO DATE

BUYER

COMPANY NAME

ADDRESS

CONTACT / EMAIL

SERVICE PROVIDER

COMPANY / INDIVIDUAL NAME

ADDRESS

CONTACT / EMAIL

SCOPE OF SERVICES

REFERENCE SOW / CONTRACT #

BRIEF DESCRIPTION OF SERVICES

START DATE

END DATE

PAYMENT TERMS

Service / Deliverable	Milestone Date	Hours / Units	Rate	Amount	Invoice #
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
NOT TO EXCEED (NTE) TOTAL				\$	

BUYER AUTHORIZATION

SIGNATURE

NAME / TITLE / DATE

PROVIDER ACCEPTANCE

SIGNATURE

NAME / TITLE / DATE

BLANKET PO

Standing / Recurring Purchase Order

BPO NUMBER

ISSUE DATE

What is a Blanket PO? A Blanket PO authorizes a vendor to supply goods or services repeatedly over a defined period, up to a maximum dollar ceiling. Individual releases are made against the BPO without issuing a new PO each time.

BUYER

COMPANY NAME

AUTHORIZED REQUESTER(S)

VENDOR

VENDOR NAME

ACCOUNT MANAGER

BPO START DATE

BPO END DATE

TOTAL CEILING AMOUNT (\$)

MAX PER-RELEASE (\$)

DESCRIPTION OF GOODS/SERVICES COVERED

Release #	Release Date	Items Ordered	Release Amount	Cumulative Total	Remaining Balance
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$

BUYER AUTHORIZATION

SIGNATURE

NAME / TITLE / DATE

VENDOR ACCEPTANCE

SIGNATURE

NAME / TITLE / DATE



Procurement made simple.

Pair with the Opsply RFP Template Pack, Vendor Evaluation Matrix, and Contract Renewal Tracker for a complete procurement stack.

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