

Sample Purchase Order

The Management Committee issues a Purchase Order to confirm ordering of goods / services with the supplier / service provider.

PURCHASE ORDER

The Owners' Corporation of XXX Building

Address:

Tel No.:

Fax No.:

Email:

No. _____

Date : _____

Supplier / Service Provider:

Code of Supplier / Service Provider:

Account Code	Particulars	Quantity	Unit Price HK\$	Total Price HK\$
			TOTAL	

Payment Instruction: _____

Delivery Instruction: _____

Time Required: _____

Remarks: _____

_____ (signature)

Approved by
(name and post)

_____ (signature)

Approved By
(name and post)

Date: _____

The supplier / service provider shall not offer, solicit or accept any advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) in connection with the supply of goods / services to the Owners' Corporation.