PURCHASE ORDER

The PO number must appear on the supplier's packing slip and invoice.

Buyer	
Company	
Address	
City, State ZIP	
Contact / phone	

Supplier	
Company	
Address	
City, State ZIP	
Contact / phone	

PO no.	
PO date	
Required by	

Ship to	
Freight terms	FOB Destination
Payment terms	Net 30

Item no.	Description	Qty	Unit	Unit price	Amount

Subtotal	$0.00
Sales tax rate	0.000%
Sales tax	$0.00
Freight	$0.00
Total (USD)	**$0.00**

Authorized by / date

Three-Way Match: PO vs. Receipt vs. Invoice

Copy the PO lines, then enter what the dock received and what the supplier billed. A line is OK to pay when both variances are inside the tolerance.

Price tolerance 2.0%

Item no.	Description	PO qty	PO unit price	Received qty	Receipt date	Invoiced qty	Invoiced unit price	Qty variance	Price variance	Status
A-100	Bracket, steel	500	$6.40	480		500	$6.40	20	$0.00	**Hold: review**

Qty variance above zero means the supplier billed more than you received. Three-way matching is an internal control, not a legal requirement.