

Sample Purchase Order

The MC issued a Purchase Order (PO) to confirm ordering of goods / service with the supplier / service provider (Sub-section 3.4.3).

PURCHASE ORDER

The Incorporated Owners 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 : _____

Shipping Instruction : _____

Time Required : _____

Remarks : _____

Approved by : _____ Approved by : _____
(name and signature) (name and signature)

Date : _____

The supplier / contractor 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 / service to the Owners' Corporation.