



## Template Guide

### What is a Purchase Order Form?

A Purchase Order Form is a document which is completed to request the purchase of product from an external project supplier. Purchase Order Forms typically include:

- Delivery information (stating the Project, Supplier, Delivery and Billing details)
- Order details (describing in detail the type, quantity and price of product required)
- Payment details (i.e. the intended method of payment)
- Terms and conditions (for the purchase).

### When to use a Purchase Order Form

Use a Purchase Order Form if you wish to purchase products from an external supplier during the life of the project. Purchase Forms are used during the 'Execution' phase of the project (i.e. the phase within which the deliverables are produced) as part of the Procurement Management Process. Although one Purchase Order Form may be completed per product, a Purchase Order Form may be completed for a set of products to be sourced from a single supplier. The Purchase Order Form is typically completed by the Procurement Manager (or Officer) and approved by the Project Manager prior to release to the supplier.

### How to use this template

This document provides a guide on the topics usually included in a Purchase Order Form. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.