

**COMMONWEALTH OF PENNSYLVANIA**

**Sample Purchase Order (PO) Invoice**

Below is an example of a Purchase Order-based invoice. This invoice contains the mandatory requirements for a PO based invoice.

# *Invoice*

**Invoice number**

**Invoice date**

**Supplier (Payee) name**  
**Supplier payment address**  
**Supplier City, ST ZIP Code**

**Purchase order (PO) number**

**(according to the lines and descriptions as listed on the PO)**

<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Total</b>

**TOTAL**