Purchase order

Records office · Stationery order

Line	Item ID	Description	Quantity	Requested date
L10	F-04	Folder	12	7 May
L20	N-02	Notebook	8	
		↳ Blue cover		
		Page subtotal	**20**	

Purchase order

Records office · Stationery order

Line	Item ID	Description	Quantity	Requested date
		Brought forward	**20**	
L30	F-04	Folder	5	9 May
		Order total	**25**	