



Purchase Order Templates

REORDER (Auto-Req)	ITEM NO.	NAME	MANUFACTURER	DESCRIPTION	COST PER ITEM	STOCK QUANTITY	INVENTORY VALUE	REORDER LEVEL	DAYS PER REORDER	ITEM REORDER QUANTITY	ITEM DISCONTINUED?
OK	A123	ITEM A	Cole	Item A description	\$10.00	200	\$2,000.00	50	14	100	Yes
OK	B123	ITEM B	Cole	Item B description	\$20.00	100	\$2,000.00	50	30	20	
OK	C123	ITEM C	Cole	Item C description	\$30.00	50	\$1,500.00	50	2	50	
REORDER	D123	ITEM D	Cole	Item D description	\$15.00	20	\$200.00	50	14	10	
OK	E123	ITEM E	Cole	Item E description	\$20.00	200	\$4,000.00	50	30	100	
OK	F123	ITEM F	Cole	Item F description	\$30.00	100	\$3,000.00	50	2	20	
OK	G123	ITEM G	Cole	Item G description	\$10.00	50	\$500.00	50	14	50	Yes
REORDER	H123	ITEM H	Cole	Item H description	\$20.00	20	\$400.00	50	30	10	
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