
	<h1>Purchase Order Form</h1> <h2>Forms &amp; Templates</h2>		<b>Document Number:</b>  FM-SS-01.01
	<b>Department:</b> Claims	<b>Effective Date:</b> November 25, 2025	<b>Revision No</b> 1

	<h1>PURCHASE ORDER FORM</h1>				DOCUMENT NO:	FM-SS-01.01
					EFFECTIVE DATE:	September 30, 2025
					REVISION NO:	1
					DEPARTMENT:	Claims
<b>Name:</b> _____						
<b>Date:</b> _____						
<b>No.</b>	<b>Item Description</b>	<b>BU</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Price</b>	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
<b>TOTAL:</b>						
<b>Checked by:</b> _____ <div style="text-align: center; font-size: small;">Print Name &amp; Signature / Date</div>						
<b>Released by:</b> _____ <div style="text-align: center; font-size: small;">Print Name &amp; Signature / Date</div>						
<b>Received by:</b> _____ <div style="text-align: center; font-size: small;">Print Name &amp; Signature / Date</div>						
<b>NOTE:</b> *Three (3) copies (White - Claims Copy; Blue - Customer/Gate Pass Copy; Pink - Finance Copy)						
						PO NO. Reference

Note: This form was implemented on September 30, 2025 prior to final approval due to operational requirement; will be formally approved on the approval date of QMR.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

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