SIMPLY RESOURCEFUL / FREE PRINTABLE

Purchase Order Tracker

Business / period: _____ Currency: _____

Total ordered	Outstanding value	Open orders
_____	_____	_____

01 / Main record

Item	PO number	Supplier	Order date	Qty	Unit price	Status	Line total

02 / Follow-up and planning

Order follow-up	Supplier	Expected date	Action

03 / Review

Line total = quantity x unit price _____

Delayed orders _____