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No	Document Number	Document Type	Document Date	Document Status	Description		
1	PO-2025-001	Purchase Order	02 Oct 2025	Draft	Office stationery		
2	PO-2025-002	Purchase Order	03 Oct 2025	Draft	New staff laptops		
3	PO-2025-003	Purchase Order	04 Oct 2025	Draft	Network cables		
4	PO-2025-004	Purchase Order	05 Oct 2025	Draft	AC units		
5	PO-2025-005	Purchase Order	06 Oct 2025	Draft	Pantry supplies		
6	PO-2025-006	Purchase Order	07 Oct 2025	Draft	Printer replacement		
7	PO-2025-007	Purchase Order	08 Oct 2025	Draft	Safety equipment		
8	PO-2025-008	Purchase Order	09 Oct 2025	Draft	Marketing materials		
9	PO-2025-009	Purchase Order	10 Oct 2025	Draft	Server installation		
10	PO-2025-010	Purchase Order	11 Oct 2025	Draft	Service renewal		
11	PO-2025-011	Purchase Order	12 Oct 2025	Draft	Packaging materials		
12	PO-2025-012	Purchase Order	13 Oct 2025	Draft	Spare parts		
13	PO-2025-013	Purchase Order	14 Oct 2025	Draft	Company uniforms		
14	PO-2025-014	Purchase Order	15 Oct 2025	Draft	Microsoft 365 license		
15	PO-2025-015	Purchase Order	16 Oct 2025	Draft	CCTV cameras		
16	PO-2025-016	Purchase Order	17 Oct 2025	Draft	Cleaning tools		
17	PO-2025-017	Purchase Order	18 Oct 2025	Draft	HR training		
18	PO-2025-018	Purchase Order	19 Oct 2025	Draft	Office utilities		
19	PO-2025-019	Purchase Order	20 Oct 2025	Draft	Printer toners		
21	PO-2025-020	Purchase Order	21 Oct 2025	Draft	Vehicle parts		
22	PO-2025-021	Purchase Order	22 Oct 2025	Draft	Office furniture		
23	PO-2025-022	Purchase Order	23 Oct 2025	Draft	Generator service		
24	PO-2025-023	Purchase Order	24 Oct 2025	Draft	Software licenses		
25	PO-2025-024	Purchase Order	25 Oct 2025	Draft	Steel materials		

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