Purchase approval

To: Finance. From: Procurement. Prepared in 2026.

This memo seeks approval of the attached purchase order from ACME Supplies.

Payment terms: Net 30 days.

Amount due: $750.

Discount: 10%.

Supplier code matches our approved list: yes.

Subtotal check: 2 + 2 = 4.

Approval status: rejected.

Printed on page one.

Reviewer note: .

Reference: Purchase approval.