ACCOUNTING & POS

Film production purchase order (PO)

FORM AT-08

arostime.com

PRODUCTION COMPANY	PRODUCTION TITLE	PO #	ISSUE DATE
VENDOR NAME	**VENDOR CONTACT / EMAIL**	**DEPARTMENT**	**REQUESTED BY**
DELIVERY / RENTAL DATES	**PAYMENT TERMS (NET 30 / CARD / ...**	**CURRENCY**	**PRIMARY ACCT #**

SUBTOTAL	TAX RATE (%)	TAX AMOUNT	PO GRAND TOTAL

AUTHORIZED LINE ITEMS

#	Item / Rental / Service Description	Acct	Qty	Unit	Unit Price	Line Total
Subto						

Invoicing: PO number must appear on all vendor invoices, packing slips, and correspondence. Unapproved overages above this PO require written UPM authorization.

Privacy & Banking: Do not record vendor banking, EFT/ACH, or tax ID numbers on this PO form. Vendor payment onboarding is handled separately by production accounting.

DEPARTMENT HEAD & DATE	UPM / LINE PRODUCER & DATE	PRODUCTION ACCOUNTANT & DATE

Production purchase authorization only — not a payment voucher. Zero banking details collected.

Free studio production template from arostime.com — Zero SIN/SSN collected. Yours to customize and share.