Chapter 15

**Activity 15-1 Purchase Order**

**Directions:** When you begin the purchasing process, you will need a purchase order form for your business. Complete the following steps to create your own purchase order form.

1. Do a search for “purchase order” on the Internet. Select a form that is appropriate for your business.
2. Using the form as a guide, create your own purchase order form.
3. Include a print copy of this in the Appendices section of your business plan.
4. Ask your instructor where to save your documents. This could be on the school’s network or a flash drive of your own. Name your Word document *FirstnameLastname*\_Activity15-1.docx (i.e., JohnSmith\_Activity15-1.docx).