



Purchase Order/Expense Voucher Form

Voucher No: _____
Purchase Order No: _____

☐ Purchase Order

☒ Expense Voucher

Vendor Name: Custom Construction	Vendor Code:
Voucher Date: 5/21/19	Invoice Number: 14732
Address: 103 Sweitzer Rd. Acme, PA. 15610	Invoice Date: 5/21/19
	Due Date: UPON RECEIPT
	Ship to: SAME AS ADDRESS
Phone Number: (724) 244-9438	
Vendor Terms: NET 30 DAYS	Bill to: SAME AS ADDRESS

Billable (Y/N).	Date	Item Description or Destination	Sub-Total	Amount
Y	5/21/19	CSS 14732, Wo 5170, Custom Construction		\$440.00
TAX:				
(LESS) COMPANY CREDIT CARD:				
P.O. not to exceed:				
TOTAL: (Due to Employee / Vendor)				\$440.00

Joe Bayne 508304 5/21/19
Voucher Completed by: Employee No. Date

Supervisor Signature: Employee No. Date

Program Manager/Assistant Program Manager Signature: Employee No. Date

Vice President, Administration Signature: Employee No. Date

Checked By:

Reviewed By:

CUSTOM CONSTRUCTION
CHRIS MOORE
103 SWEITZER RD.
ACME PA.15610
(724) 244-9438

INVOICE CSS # 14732

DATE: 5/20/19

SUBMIT TO

JOE BAYNE
CMI

LOCATION

MORELOCK USARC
PITTSBURGH PA.

WORK PERFORMED

SITE VISIT TO MORELOCK USARC
ASSES CHIMNEY,ROOF,GUTTERS AND FLASHINGS
ESTIMATE AND PROVIDE MATERIAL COSTS
ESTIMATE AND PROVIDE LABOR COSTS

5.5 HRS. @ \$ 80.00/HR.

TOTAL DUE \$ 440.00