



## **Purchase Order/Expense Voucher Form**

**Voucher No:** \_\_\_\_\_  
**Purchase Order No:** \_\_\_\_\_

## Purchase Order

## Expense Voucher

<b>Vendor Name:</b> Custom Construction	<b>Vendor Code:</b>
<b>Voucher Date:</b> 5/21/19	<b>Invoice Number:</b> 14732
<b>Address:</b> 103 Sweitzer Rd. Acme, PA. 15610	<b>Invoice Date:</b> 5/21/19
	<b>Due Date:</b> UPON RECEIPT
	<b>Ship to:</b> SAME AS ADDRESS
<b>Phone Number:</b> (724) 244-9438	
<b>Vendor Terms:</b> NET 30 DAYS	<b>Bill to:</b> 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
<b>TAX:</b>				
<b>(LESS) COMPANY CREDIT CARD:</b>				
<b>P.O. not to exceed:</b>				
<b>TOTAL:</b> <b>(Due to Employee / Vendor)</b>				\$440.00

Joe Bayne 508304 5/21/19

Voucher Completed by: \_\_\_\_\_ Employee No. \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Employee No. \_\_\_\_\_ Date \_\_\_\_\_

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Checked By:

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

Reviewed By:

Vice President, Administration Signature: Employee No. \_\_\_\_\_ Date \_\_\_\_\_

**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**