



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

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

## Purchase Order

## Expense Voucher

<b>Vendor Name:</b> Marko Contracting	<b>Vendor Code:</b>
<b>Voucher Date:</b> 5/20/19	<b>Invoice Number:</b>
<b>Address:</b> 20 Marko Polo Place Connellsville, PA. 154125	<b>Invoice Date:</b> 5/22/19 <b>Due Date:</b> UPON RECEIPT <b>Ship to:</b> SAME AS ADDRESS
<b>Phone Number:</b> (412) 582-0301	
<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	5/22/19	CSS 15517, Wo 5818, Marko Contracting		\$400.00
<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>		\$400.00

<u>Joe Bayne</u>	508304	5/22/19
Voucher Completed by:	Employee No.	Date

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

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

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

Checked By:

Reviewed By:

Shane Fabian  
October 4, 2018  
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Derek Marko  
Marko Contracting  
20 Marko Polo Place  
Connellsville PA 15425  
412-582-0301

Dear Joe Bayne:

The following is the invoice for site visit at Wheeling :

**Service**

All work to be done at the Wheeling WV053 with CSS#15517 and work order #5818:

Site visit cost \$400.00

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Total: \$400.00

Sincerely,

Derek Marko

P.S. If you would need to reach me, please contact me personally at 412-582-0301.