



Purchase Order/Expense Voucher Form

Voucher No: _____
Purchase Order No: _____

☐ Purchase Order

☒ Expense Voucher

Vendor Name: Marko Contracting	Vendor Code:
Voucher Date: 5/20/19	Invoice Number:
Address: 20 Marko Polo Place Connellsville, PA. 154125	Invoice Date: 5/22/19
	Due Date: UPON RECEIPT
	Ship to: SAME AS ADDRESS
Phone Number: (412) 582-0301	
Vendor Terms: NET 30 DAYS	Bill to: 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
TAX:				
(LESS) COMPANY CREDIT CARD:				
P.O. not to exceed:				
TOTAL: (Due to Employee / Vendor)				\$400.00

Joe Bayne 508304 5/22/19
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:

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

Total: \$400.00

Sincerely,

Derek Marko

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