



Purchase Order/Expense Voucher Form

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

☐ Purchase Order

☒ Expense Voucher

<b>Vendor Name:</b> DeWight's Electrical Services	<b>Vendor Code:</b>
<b>Voucher Date:</b> 4/29/19	<b>Invoice Number:</b> 0685
<b>Address:</b> 12 Fawnvue Dr. McKees Rocks, PA 15136	<b>Invoice Date:</b> 4/01/19
	<b>Due Date:</b> UPON RECEIPT
	<b>Ship to:</b> SAME AS ADDRESS
<b>Phone Number:</b> (412) 527-0127	
<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	4/01/19	CSS 17319, Wo 8163, DeWight's Electrical		\$450.00
TAX:				
(LESS) COMPANY CREDIT CARD:				
P.O. not to exceed:				
TOTAL: (Due to Employee / Vendor)				\$450.00

Joe Bayne 508304 4/01/19  
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: