



## Purchase Order/Expense Voucher Form

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

## Purchase Order

## Expense Voucher

<b>Vendor Name:</b> EMTech dba/Energy Management Technologies, LLC	<b>Vendor Code:</b>
<b>Voucher Date:</b> 2/5/2019	<b>Invoice Number:</b> 3407
<b>Address:</b> 5 Hemlock St Latham, NY 12110	<b>Invoice Date:</b> 1/31/2019 <b>Due Date:</b> UPON RECEIPT <b>Ship to:</b> SAME AS ADDRESS
<b>Phone Number:</b> 518-783-7810	
<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	1/31/2019	CSS#16802, 16949, Repair HP-1-1 & HP 2-33, EMTech Invoice # 3407 CMI#2011 & 2009		\$1,060.95

Steve Miller 511014 2/5/2019

Voucher Completed by: **Employee No.** **Date**

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

---

Checked By:

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

Reviewed By:

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