



Purchase Order/Expense Voucher Form

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

☐ Purchase Order

☐ Expense Voucher

<b>Vendor Name: EMTech dba/Energy Management Technologies, LLC</b>	<b>Vendor Code:</b>
<b>Voucher Date: 2/5/2019</b>	<b>Invoice Number: 3407</b>
<b>Address:</b> 5 Hemlock St Latham, NY 12110	<b>Invoice Date: 1/31/2019</b>
<b>Phone Number: 518-783-7810</b>	<b>Due Date: UPON RECEIPT</b>
<b>Vendor Terms: NET 30 DAYS</b>	<b>Ship to: SAME AS ADDRESS</b>
	<b>Bill to: SAME AS ADDRESS</b>

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
TAX:				\$84.88
(LESS) COMPANY CREDIT CARD:				
P.O. not to exceed:				
TOTAL: (Due to Employee / Vendor)				\$1145.83

Steve Miller 511014 2/5/2019  
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: