



Purchase Order/Expense Voucher Form

Voucher No: _____
Purchase Order No: _____

☐ **Purchase Order**

☐ **Expense Voucher**

Vendor Name: Hyde-Stone Mechanical Contractors	Vendor Code:
Voucher Date: 12/18/18	Invoice Number: 90987
Address: 22962 Murrock Circle Watertown, NY, 13601	Invoice Date: 12/18/18
	Due Date: UPON RECEIPT
	Ship to: SAME AS ADDRESS
Phone Number: 315-799-1200	
Vendor Terms: NET 30 DAYS	Bill to: SAME AS ADDRESS

Billable (Y/N).	Date	Item Description or Destination	Sub-Total	Amount
Y	12/21/18	CSS#16676, Hyde-Stone Invoice # 90987, CMI #1660		\$432.62
TAX:				\$34.61
(LESS) COMPANY CREDIT CARD:				
P.O. not to exceed:				
TOTAL: (Due to Employee / Vendor)				\$467.23

Steve Miller	511014	12/21/18
Voucher Completed by:	Employee No.	Date

Supervisor Signature:	Employee No.	Date
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Program Manager/Assistant Program Manager Signature:	Employee No.	Date
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Vice President, Administration Signature:	Employee No.	Date
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Checked By: _____

Reviewed By: _____