

**Purchase Order/Expense Voucher Form****Voucher No:** \_\_\_\_\_  
**Purchase Order No:** \_\_\_\_\_ **Purchase Order** **Expense Voucher**

<b>Vendor Name:</b> Hyde-Stone Mechanical Contractors	<b>Vendor Code:</b>
<b>Voucher Date:</b> 2/7/19	<b>Invoice Number:</b> 91101
<b>Address:</b> 22962 Murrock Circle Watertown, NY, 13601	<b>Invoice Date:</b> 12/18/18
<b>Phone Number:</b> 315-799-1200	<b>Due Date:</b> UPON RECEIPT
<b>Vendor Terms:</b> NET 30 DAYS	<b>Ship to:</b> SAME AS ADDRESS  <b>Bill to:</b> SAME AS ADDRESS

<b>Billable (Y/N).</b>	<b>Date</b>	<b>Item Description or Destination</b>	<b>Sub-Total</b>	<b>Amount</b>
Y	12/21/18	CSS#16676, Hyde-Stone Invoice # 91101, CMI #1660		\$352.18
<b>TAX:</b>				\$28.17
<b>(LESS) COMPANY CREDIT CARD:</b>				
<b>P.O. not to exceed:</b>				
<b>TOTAL:</b> <b>(Due to Employee / Vendor)</b>				\$380.35

Steve Miller 511014 2/7/19  
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