



Purchase Order/Expense Voucher Form

Voucher No: _____
Purchase Order No: _____

Purchase Order

Expense Voucher

Vendor Name: Maspeth Lock & Safe, CO.	Vendor Code:
Voucher Date: 7/23/19	Invoice Number: 8471
Address: 65-55 Grand Avenue Maspeth Lock, NY 11378-2433	Invoice Date: 7/10/19 Due Date: UPON RECEIPT Ship to: SAME AS ADDRESS
Phone Number: 718-326-2908	
Vendor Terms: NET 30 DAYS	Bill to: SAME AS ADDRESS

<u>Steve Miller</u>	511014	7/23/19
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 _____