



Purchase Order/Expense Voucher Form

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

☐ Purchase Order

☒ Expense Voucher

<b>Vendor Name:</b> Overhead Door	<b>Vendor Code:</b>
<b>Voucher Date:</b> 9/10	<b>Invoice Number:</b> 308878 & 307711
<b>Address:</b> 400 Poplar St Pittsburgh, PA. 15223	<b>Invoice Date:</b> 9/10
	<b>Due Date:</b> UPON RECEIPT
	<b>Ship to:</b> SAME AS ADDRESS
<b>Phone Number:</b> (412) 795 - 3040	
<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	9/10	CSS 16295, Wo 8085 – Overhead Doors. INV 308878		\$196.00
Y	9/10	CSS 16635, Wo 6817 - Overhead Doors. INV 307711		\$959.59
TAX:				
(LESS) COMPANY CREDIT CARD:				
P.O. not to exceed:				
TOTAL: (Due to Employee / Vendor)				\$1,155.59

Joe Bayne 508304 9/11/2019  
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: