



Purchase Order/Expense Voucher Form

Voucher No: _____
Purchase Order No: _____

Purchase Order

Expense Voucher

Vendor Name: Overhead Door	Vendor Code:
Voucher Date: 9/10	Invoice Number: 308878 & 307711
Address: 400 Poplar St Pittsburgh, PA. 15223	Invoice Date: 9/10
	Due Date: UPON RECEIPT
	Ship to: SAME AS ADDRESS
Phone Number: (412) 795 - 3040	
Vendor Terms: NET 30 DAYS	Bill to: 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

Checked By:

Vice President, Administration Signature: _____ Employee No. Date

Reviewed By: