E.E. Hill & Son, Inc.
Purchase Order / Employee Reimb. Form

Date of request

Amount $

Employee Requesting

Mgr approval & date

(approval required if over $500)

Payable to:

	Vendor /employee name
	Street Address
	City, State, zip code

<u>Description of purchase:</u>

		G/L acct #
Advertising		52000000
Computer Support Exp.		62150000
Contributions/donations		62400000
Dues and Subscriptions		62600000
Licenses & Permits		63000000
Meals		63830000
Mileage reimb (@$.35/mi)		63810000
Office Supplies & Printing		63100000
Postage		63200000
Repair & maintenance		63500000
Training & Education		63750000
Other Misc. Expense		64000000

OTHER DESCRIPTION AS NEEDED:

Attach receipts and / or purchase orders