## VOUCHER

## TOWN OF LAKE PLEASANT

Speculator, N. Y. 12164

DEPARTMENT	GEN	NERAL FUND						
	-							
CLAIMANT'S			,					
NAME					TOTAL			
AND ADDRESS					TOTAL			
ABBITESS				ENTERED ON ABSTRACT NO.				
<u> </u>	•			•				
DETAILED INVOICES M	AY BE ATTACHED. AND	D TOTAL ENTERED ON THIS V	OUCHER.		PURCHASE			
CERTIFICATION BELOW	W MUST BE SIGNED			TERMS	ORDÉR NO.			
DATE	VENDOR'S INVOICE NO.	QUANTITY	DESCRIPTION OF	MATERIALS OR SERVICES	UNIT PRICE	AMOUNT		
	INVOICE NO.							
	•							
			(SEE INSTRUCTIONS ON	L DEVEROS CIDE)	TOTAL			
			,322		TOTAL			
			CLAIMANT'S CE	RTIFICATION				
1,			, (	certify that the above account in t	the amount of \$	oted that no		
is true and	f correct; that the	e items, services and	disbursements charged	d were rendered to or for the mur exempt, are not included; and tha	ncipality on the dates si	ateu, mat no actually due		
part has be	een paid of satisfi	ied, that taxes, from w	men the municipality is	exempt, are not included, and the	it the ameunt damed to	dotadny ddo.		
	DATE		SIGNATURE		TITLE			
	DATE		(SPACE BELOW FOR	MUNICIPAL USE)				
			1					
	DEPART	MENT APPROVAL		APPROVAL FOR PAYMENT				
The	above services of	or materials were rend	lered or	This claim is approved and ordered paid				
furni	shed to the mur	nicipality on the date	- 11		riations indicated abo			
	the charges are							
DATE		AUTHORIZED OF	FICIAL					
	L DOOK CC			DATE	AUDITING	BOARD		
WILLIAMSON LAW	BOOK CO.			DAIL	AUDITING			

(CLAIMANT-DO NOT

DATE VOUCHER RECEIVED \_\_\_\_\_

FUND - APPROPRIATION

WRITE IN THIS AREA)

VOUCHER NUMBER

AMOUNT

CLERK	7.00	DATE PAID	DATE AUDITED	CODE	AMOUNT - \$	CLAIMANT	VOUCHER NO.
							(Date)

## **INSTRUCTIONS**

DEPARTMENT OR AGENCY — Indicate the department that received the services or supplies. Send one copy of the voucher properly completed to that department. Use a separate voucher for charges against each department.

CLAIMANT'S NAME AND ADDRESS — All claimants must print or typewrite their name and address in the space provided for the purpose. The check will be drawn in that name and mailed to that address.

TERMS — Show any discounts that are allowed for prompt payment.

PURCHASE ORDER NO. — If a purchase order has been issued for the items charged on this voucher, show the number thereof.

VENDOR'S REFERENCE NO. — If the vendor requires a reference number, in order to identify the check in payment of this voucher, show such number.

DESCRIPTION OF MATERIALS OR SERVICES — All charges must be itemized. In the space provided in the body of the voucher, show where applicable: (1) dates of service or delivery; (2) quantities; (3) description of charges; (4) unit price; (5) amount. If more space is required than that provided, any sheet of paper this size may be used. Bring the total forward to this voucher.

Any company that has its own invoice or bill form may refer to it by number or other identification in the body of the voucher and show the total in the amount column. Attach the form to this voucher.

CLAIMANT'S CERTIFICATION — The claimant's certification must be completed. The date on which the signature is affixed must be given. The title of the person signing must clearly indicate his relationship to the claimant, e.g., sole owner, partner, treasurer, bookkeeper, billing clerk, etc. Notary not required.

DELIVERY RECEIPTS — Where applicable attach delivery slips signed by the municipal employee receiving the materials.

RETURN VOUCHER PROMPTLY — In order to expedite payment this voucher should be returned promptly after the services have been rendered or the materials have been furnished.