VOUCHER

TOWN OF ORANGETOWN
TOWN HALL
ORANGEBURG, N. Y.

(CLAIMANT – DO NOT WRITE IN THIS AREA)

VOUCHER NO. _____

DATE VOUCHER RECEIVED _____

DEPARTMENT _____

CLAIMANT'S NAME AND ADDRESS

FUND - APPROPRIATION	AMOUNT
TOTAL →	

ENTERED ON ABSTRACT NO.

TERMS _____ PURCHASE ORDER NO. _____

Detailed Invoices may be attached, and Total entered on this Voucher. Certification below MUST BE SIGNED.

DATE	VENDOR'S INVOICE NO.	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
				TOTAL →	

(See Instructions on Reverse Side)

CLAIMANT'S CERTIFICATION

I, _____, certify that the above account in the amount of $_____ is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

DATE _____ SIGNATURE _____ TITLE _____

(Space Below for Municipal Use)

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

DATE _____ AUTHORIZED OFFICIAL _____

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.

_____ _____

_____ _____

DATE _____ AUDITING BOARD _____