TOWN OF ALLEGANY

ALLEGANY, NEW YORK 14706

VOUCHER

DATE

AUTHORIZED OFFICIAL

EPARTMENT_				VOUCHER NO
CLAIMANT'S NAME AND ADDRESS	THORES AND THE PROPERTY OF THE	ТО	TAL	NO.
I I		Abstract No.		
TERMS	en that most of the senious or suppless than notes. Use a sequents voccher for clumps as	Vendor's Ref. No.	a to come est to	Page 1
Dates	Quantity Description of Material	s or Services	Unit Price	Amount
18 30 56 30 57 50 57 50 50 57 50 57 50 57 50 50 50 50 50 50 50 50 50 50 50 50 50 5				
IND A	(See Instructions on Rev	erse Side)	TOTAL	
I, is true and co satisfied; tha	orrect; that the items, services and disbursements charged were re t taxes, from which the municipality is exempt, are not included; and	that the amount claimed is actually due.	stated; that no part has be	en paid or
	DATE SIGNATURE		TITLE	
	(Space Below f	or Municipal Use)		
The above se	DEPARTMENT APPROVAL rvices or materials were rendered or furnished to the	APPROVAL FOR PAYMENT This claim is approved and ordered paid from the appropriations indicated above		
municipality or	the dates stated and the charges are correct.	v2		

Purchase

Order No.

Date Voucher Received

DATE

AUDITING BOARD

FUND - APPROPRIATION

Do Not Write In This Box

AMOUNT

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 claimant's 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.