



# INSTRUCTIONS

***SALES & EXCISE TAXES*** – The Town is exempt from all sales and excise taxes. Purchase orders may be accepted in lieu of tax exemption certificates, the vendor retaining a copy to substantiate the tax exempt sale.

***DEPARTMENT OR AGENCY*** – Indicate the department that received the services or supplies. 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.*** – Show purchase order number which has been issued for the items charged on this voucher.

***VENDER'S REFERENCE NO.*** – If the vender requires a reference number, in order to identify the check in payment of this voucher, show 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.

***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 be clearly indicate his/her 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.