Town of Catskill 439 Main Street – Catskill, NY 12414 SIGN & FAX TO: (518) 943-0209

VOUCHER

NT				_
	<u> </u>	<u> </u>	<u></u>	<u></u>

Order No.

DO NOT WRITE IN THIS BOX

Date Voucher Received		
Fund - Appropriation	Amount	V
		0
		U
		C
		H
		E R
TOTAL		к #
Abstract #		

Terms _____ Vendor's Ref. No. _____

Dates	Quantity	Description of Materials or Services	Unit Price	Amount
		(See Instructions on Reverse Side) TOTAL		

CLAIMANT'S CERTIFICATION

is 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	SIGNA	ΓURE	TITLE
	Space Below fo	r Municipal Use	
DEPARTMENT APPROVAL		APPROVAL FOR PAYMENT	
The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.		This claim is approved and ordered paid from the appropriations indicated above.	
DATE A	UTHORIZED OFFICIAL	DATE	AUDITING BOARD

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.