



TOWN VOUCHER

TOWN OF STEPHENTOWN
 26 GRANGE HALL ROAD
 STEPHENTOWN, NY 12168

DEPARTMENT _____

CLAIMANT'S
 NAME & ADDRESS

(OFFICIAL USE ONLY DO NOT WRITE IN THIS AREA)	
VOUCHER NUMBER: _____	
DATE VOUCHER RECEIVED: _____	
FUND - APPROPRIATION	AMOUNT
TOTAL	

ABSTRACT NUMBER

DATE	VENDOR'S INVOICE NO.	DESCRIPTION OF MATERIALS OR SERVICES	QTY.	UNIT PRICE	AMOUNT
				TOTAL	\$

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

(FOR MUNICIPAL USE ONLY)

DEPARTMENT APPROVAL

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

 DATE

 SIGNATURE

APPROVAL FOR PAYMENT

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

 DATE

 SIGNATURE

 DATE

 SIGNATURE



OFFICIAL USE ONLY

VOUCHER NO. _____ 20__

CLAIMANT _____

CHECK NO. _____

AMOUNT: \$ _____

DATE PAID _____ / _____ / _____

DATE AUDITED _____ / _____ / _____

CLERK

PLEASE ATTACH INVOICES/RECEIPTS TO VOUCHER AND HAVE DEPARTMENT APPROVAL BEFORE SUBMITTING TO TOWN CLERK. ALL VOUCHERS MUST BE SUBMITTED NO LATER THAN THE PROVIDED DATES BELOW OTHERWISE THEY WILL BE SUBMITTED FOR THE FOLLOWING MONTH:

- January 7th, 2022
- February 11th, 2022
- March 11th, 2022
- April 8th, 2022
- May 6th, 2022
- June 10th, 2022
- July 8th, 2022
- August 5th, 2022
- September 9th, 2022
- October 7th, 2022
- November 11th, 2022
- December 9th, 2022

For the Reconciliation Meeting bills are due to the Town Clerk's Office the Friday BEFORE the meeting is scheduled.

Vouchers can be mailed or delivered to: Town Clerk, 26 Grange Hall Road, Stephentown, NY 12618 OR Emailed to sclerk.wagar@aol.com

IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CONTACT THE STEPHENTOWN TOWN CLERK.