



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 5th, 2024
- February 9th, 2024
- March 8th, 2024
- April 5th, 2024
- May 10th, 2024
- June 7th, 2024
- July 5th, 2024
- August 9th, 2024
- September 6th, 2024
- October 11th, 2024
- November 8th, 2024
- December 16th, 2024

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 townclerk@townofstephentown.org

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