



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 10th, 2025
- February 7th, 2025
- March 7th, 2025
- April 4th, 2025
- May 9th, 2025
- June 6th, 2025
- July 11th, 2025
- August 8th, 2025
- September 5th, 2025
- October 10th, 2025
- November 7th, 2025
- December 12th, 2025

Due to having NO 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.