


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 9th, 2026
 February 6th, 2026
 March 6th, 2026
 April 10th, 2026
 May 8th, 2026
 June 5th, 2026
 July 10th, 2026
 August 7th, 2026
 September 4th, 2026
 October 9th, 2026
 November 6th, 2026
 December 4th, 2026

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.