

VOUCHER

TOWN OF HOLLAND
HOLLAND, NY 14080

DEPARTMENT _____

CLAIMANT'S
NAME
AND
ADDRESS

(CLAIMANT - DO NOT
WRITE IN THIS AREA)

VOUCHER

NO. _____

DATE VOUCHER RECEIVED _____

FUND - APPROPRIATION	AMOUNT
TOTAL →	
ENTERED ON ABSTRACT NO.	

TERMS _____ PURCHASE ORDER NO. _____

Detailed Invoices may be attached, and Total entered on this Voucher. Certification below MUST BE SIGNED.

DATE	VENDOR'S INVOICE NO.	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
(See Instructions on Reverse Side)					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

(Space Below for Municipal Use)

DEPARTMENT APPROVAL

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

APPROVAL FOR PAYMENT

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

DATE

AUTHORIZED OFFICIAL

DATE

AUDITING BOARD