VOUCHER				(CLAIMANT - DO NOT WRITE IN THIS AREA)		VOUCHER NUMBER	
VILLAGE OF MEDINA 119 Park Avenue MEDINA, NEW YORK 14103				DATE VOUCHER RECEIVED			
				FUND - APPROPRIATION	<u> </u>	AMOUNT	
DEPARTMENT							
CLAIMANT'S NAME AND ADDRESS							
	1				TOTAL		
				ENTERED ON ABSTRACT NO.			
	S MAY BE ATTACHED AND LOW MUST BE SIGNED	TOTAL ENTERED ON THIS VOUCHER		TERMS	PURCHASE ORDER NO.		
DATE	VENDOR'S INVOICE NO.	QUANTITY DESCR	RIPTION OF MATE	RIALS OR SERVICES	UNIT PRICE	AMOUNT	
		(SEE INSTRUCTIONS ON REVERSE SIDE)			TOTAL		
CLAIMANT'S CERTIFICATION							
l,			, certify that	the above account in the am	ount of \$	is	
		ces and disbursements charged were re nunicipality is exempt, are not included; a			ited; that no part	has been paid or	
DATE SIGNATURE				TITLE			
		(SPACE BELOW FOR MUI	NICIPAL USE)				
The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are				APPROVAL FOR PAYMENT This claim is approved and ordered paid from the			
correct.		-		appropriations indicated abor			
		AUTHORIZED CETICAL					
DATE AUTHORIZED OFFICIAL		DATE	AU	AUDITING BOARD			

INSTRUCTIONS

DEPARTMENT OR AGENCY - Indicate the department that received the services or supplies. Send one copy of the voucher properly completed to that department. Use separate voucher for charges against each department.

CLAIMANT'S NAME AND ADDRESS - All claimants must print or typewrite their name and address in the space provided for the purpose. The check will be drawn in that name and mailed to that address.

TERMS - Show any discounts that are allowed for prompt payment.

PURCHASE ORDER NO. - If purchase order has been issued for the items charged on this voucher, show the number thereof.

VENDOR'S REFERENCE NO. - If the vendor requires a reference number, in order to identify the check in payment of this voucher, show such number.

DESCRIPTION OF MATERIALS OR SERVICES - All charges must be itemized. In the space provided in the body of the voucher, show where applicable: (1) dates of service or delivery; (2) quantities; (3) description of charges; (4) unit price; (5) amount. If more space is required than that provided, any sheet of paper this size may be used. Bring total forward to this voucher.

Any company that has its own invoice or bill form may refer to it by number or other identification in the body of the voucher and show the total in the amount column. Attach the form to this voucher.

CLAIMANT'S CERTIFICATION - The claimant's certification must be completed. The date on which the signature is affixed must be given. The title of the person signing must clearly indicate his relationship to the claimant, e.g., sole owner, partner, treasurer, bookkeeper, billing clerk, etc. Notary not required.

DELIVERY RECEIPTS - Where applicable attach delivery slips signed by the municipal employee receiving the materials.

RETURN VOUCHER PROMPTLY - In order to expedite payment this voucher should be returned promptly after the services have been rendered or the materials have been furnished.