## ARLINGTON FIRE DISTRICT

11 Burnett Boulevard Poughkeepsie, New York 12603 845-486-6300 fax 845-486-6322

# **VOUCHER**

Claimant's Name And Address		

Purchase	Order No.	

### DO NOT WRITE IN THIS BOX

<b>Date Voucher Received</b>		
FUND - APPROPRIATION	AMOUNT	
		10V
		VOUCHER#
		<b>       </b>
Total		_
Abstract No.		

Terms

Venders Reference Number\_\_\_\_\_

Dates	Quantity	Decision of Materials or Services	Unit Price	е	Amoun	t
		(See Instructions on Reverse Side)	TOTAI			

Exempt from Federal, State and Local Sales Tax

Signature

Date

### **CLAIMENTS CERTIFICATION**

, certify that the above account in the amount of \$ is true and correct; hat items, services and disbursements charged were rendered to or for the Fire District on the dates stated; that no part has been paid or satisfied; that no taxes, from which the Fire District is exempt, are not included; and that the amount claimed is actually due.					
Date	Signature		Title		
	(SPACE BELOW FOR	FIRE DISTRICT USE)			
APPROVAL		AUDIT			
The above services were rendered or furnished to the Fire District on the dates stated and the charges are correct		The claim is approved and ordered paid from the appropriation indicated above.			

#### **INSTRUCTIONS**

CLAIMANT'S NAME AND ADDRESS -All claimants must print or typewrite their name and address in the space provided for that 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 NUMBER -If a purchase order has been issued for the items charged on this voucher, show the number thereof.

VENDOR'S REFERENCE NUMBER -If the vendor requires a reference number in order to identify the check in payment of this voucher, show such a 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 the 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 this 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 is not required.

DELIVERY RECEIPTS - Where applicable, attach delivery slips signed by the officer or 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.