



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, 2020
- February 7th, 2020
- March 6th, 2020
- April 10th, 2020
- May 8th, 2020
- June 5th, 2020
- July 10th, 2020
- August 7th, 2020
- September 11th, 2020
- October 9th, 2020
- November 6th, 2020
- December 11th, 2020

For the 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 sclerk.wagar@aol.com

IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CONTACT THE STEPHENTOWN TOWN CLERK.