

SECTION III--SOURCE DOCUMENTS

**ILLUSTRATION 3
SAMPLE MUNICIPAL VOUCHER**

MUNICIPAL VOUCHER FOR PAYMENT FROM MUNICIPAL ACCOUNT (Bill or claim against the municipality)

Claim No. _____
 Paid by Check No. _____
 Vendor No. _____
 EIN for 1099 _____

Fund Code	Activity Code	Object Code	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total			_____

To: _____
 Address: _____
 (Give street number, town, and state)

NOTE: All vouchers for materials of supplies furnished must be itemized as to type, quantity, unit price and total price and the declaration must be signed by the finance officer or other authorized agent of the city as indicated below. Claims for personal service other than regular payrolls under contract must also be signed by the claimant as indicated below. Such claims must indicate time devoted and rate of pay, and if for travel must show dates, time of leaving, time of return, points of travel, meals and lodging expense. A receipt for lodging expense must be attached to voucher. If travel is by car, voucher must show miles traveled and rate of pay per mile. If by commercial carrier, a signed receipt from such carrier must be attached to voucher.

Date	Itemized description of materials and supplies or personal service and travel information	Purchase Order No.	Quantity	Unit Price	Total

CLAIMANT DECLARATION IF VOUCHER IS FOR PERSONAL SERVICE, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Date: _____ 20 ____ Signature of Claimant: _____

DECLARATION OF FINANCE OFFICER OR OTHER AUTHORIZED AGENT OF THE CITY

I declare and affirm under the penalties of perjury that this claims has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payment this _____ day of _____ 20____.

Signed: _____
 (Finance Officer or other authorized agent)

APPROVAL BY THE MUNICIPAL BOARD FOR PAYMENT

Approved for payment by municipal board action on _____ 20____

Signature or initial of presiding officer of the municipal board: _____

Audited by _____