



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 5th, 2018

February 9th, 2018

March 9th, 2018

April 6th, 2018

May 11th, 2018

June 8th, 2018

July 6th, 2018

August 10th, 2018

September 7th, 2018

October 5th, 2018

November 9th, 2018

December 7th, 2018

For the Reconciliation Meeting bills are due to the Town Clerk's Office the Friday BEFORE the meeting is scheduled.

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