



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 6th, 2017
- February 10th, 2017
- March 10th, 2017
- April 7th, 2017
- May 5th, 2017
- June 9th, 2017
- July 7th, 2017
- August 11th, 2017
- September 8th, 2017
- October 6th, 2017
- November 10th, 2017
- December 8th, 2017

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.