STANDARD VOUCHER

VILLAGE OF ELMSFORD
15 South Stone Avenue
Elmsford, NY 10523
(914) 592-6555

Payee Name:	VENDOR #
Address:	
	CODES:
City, State ZIP:	
PAYMENT TERMS:	INVOICE #

P.O.#	Date	QTY.	ITEM DESCRIPTION	PRICE EACH	TOTAL
				Sub Total:	
				Disc/Credit:	
				Total Amount	

PAYEE CERTIFICATION:
I certify that the above bill is just, true and correct that no part thereof has been paid, except as stated, and that the balance is actually due and owing.

By:

Date Authorized Signature Title

For Office use only

PAYER CERTIFICATION:
I certify that this voucher is correct, just, and payment is approved.

By:

Date Authorized Signature Title Department