Voucher for Payment from District Accounts

MEADE SCHOOL DISTRICT 46-1
1230 Douglas St
Sturgis SD 57785

TO: _____

ADDRESS: _____**PHONE:** _____

CITY: _____**STATE:** _____**ZIP:** _____

Note: All vouchers for materials or supplies furnished must be itemized as to type, quantity, unit price and total price. Claims for personal service other than regular payrolls under contract must also be verified by the claimant as indicated below. Such claims must indicate time devoted and rate of pay. Itemize charges or attach invoice to voucher. Your signature on voucher is requested.

DATE	INVOICE	DESCRIPTION	BUDGET ACCT #	TOTAL
			GRAND TOTAL	

CLAIMANT VERIFICATION OF VOUCHER IS FOR PERSONAL SERVICE OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE.

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

Date: _____, 20_____ Signature of Claimant: _____

VERIFICATION OF SUPERINTENDENT, CLERK, OR OTHER AUTHORIZED AGENT OF DISTRICT

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. 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: _____

Superintendent, clerk or other authorized agent