

Town of West Seneca
1250 Union Road
West Seneca, New York 14224
(716) 674-5600

VOUCHER

Account Distribution		Voucher Number	
Account Code	Amount	Payment Date	
		Vendor Number	
		Vendor Name & Address	
Total \$			

Invoice Date	Invoice No.	Description	Price

Certifications and Approvals

Vendor	Department Head	Finance
<p>I, do hereby certify that the items of the foregoing account are true and correct; that the goods or services charged above were in fact furnished or rendered at the time therein stated; and that no part thereof has been paid or satisfied by the Town of West Seneca and that there is no counterclaim against the same.</p> <div style="background-color: yellow; height: 100px; width: 100%;"></div>	<p>In my opinion the items listed above have been received in good condition and the above services have been rendered and are a proper charge against the Town of West Seneca and that the total amount is correct.</p>	<p>This voucher has been reviewed and found in order for submission on the Town warrant.</p>
Signature _____ Date _____	Signature _____ Date _____	Signature _____ Date _____

**West Seneca Youth & Recreation Employee Mileage Form - Must Be Turned In To Lauren J. Masset, Recreation Supervisor By Start of Following Month
(le: April Milage due May 1)**

Employee Information (To be completed by the employee)

Name (First, Last)	
Employee Number	
Phone Number	
Email	

Date	Reason for Travel	Name of Supervisor Who Approved	Start Location	End Location	Miles Traveled Total

(2025 rate)	Total Miles Traveled
	x00.70
	Toal \$

Unit Supervisor (To be completed by Unit Supervisor)

Print Name	
Signature	
Date	

Department Information (to be completed by Lauren J. Masset, Recreation Supervisor)

Approved	
Notes	
Signature	
Date	

Budget Line

	Supplies	1714000.504
	Youth summer programs	1714000.505
	Sports & recreation equipment	1718000.502