

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
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.	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.	This voucher has been reviewed and found in order for submission on the Town warrant.
Signature Date	Signature Date	Signature Date

Employee Information (To be completed by the employee)

Name (First, Last)

					Total Miles Traveled
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Total Miles Traveled

Toal	100%
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Unit Supervisor (To be completed by Madelyn Pikula Recreation Leader)

Department Information (to be completed by David Cox Recreation Director)

Approved	
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Budget Line

	Supplies	1714000 504
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