TOWNSHIP OF COLTS NECK, MONMOUTH COUNTY, NEW JERSEY

124 CEDAR DRIVE, COLTS NECK, N.J. 07722

PLEASE NOTE: VOUCHERS OR BILLS RECEIVED WITHIN 72 HOURS OF THE LAST THURSDAY OF THE MONTH WILL NOT BE APPROVED UNTIL THE FOLLOWING MEETING.

TO _____

ADDRESS _____

ORDERED BY _____ **FOR** _____ **DEPT.**

DATE OF DELIVERY OR SERVICE	DESCRIPTION OF GOODS OR SERVICES RENDERED. ITEMIZE FULLY.	AMOUNT	TOTAL

Delivery slips received and checked.

(Date) (Signature)

OFFICER'S CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

(Signature) (Title)

APPROPRIATION OR ACCOUNT CHARGED

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the Law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

(Date) (Signature) (Official Position)

The above claim was approved and ordered paid.

(Date) (Clerk)

PAYMENT RECORD

Date Paid _____

Check No. _____