VOUCHER

BOROUGH OF FAIR LAWN

8-01 Fair Lawn Avenue
Fair Lawn, N.J. 07410

DEPARTMENT	DATE
ACCOUNT NUMBER	
VENDOR NUMBER	DELIVERY DATE

PURCHASE ORDER NUMBER

No.

THE ABOVE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND CORRESPONDENCE.

** MUNICIPALITY **

AUTOMATICALLY TAX EXEMPT. NO CERTIFICATE REQUIRED, UNLESS OTHERWISE NOTED HEREON ALL PRICES ARE F.O.B. DESTINATION. (ORIGINAL INVOICE MUST BE ATTACHED) IMMEDIATELY UPON SHIPMENT OR SERVICES RENDERED, PLEASE RETURN THE ORIGINAL VOUCHER TO THE *PURCHASING DEPARTMENT*. NO ERASURES OR CHANGES WILL BE ACCEPTED. RETAIN DUPLICATE VOUCHER FOR YOUR RECORDS.

VENDOR

SHIP TO & BILL TO

QUANTITY	UNIT	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
		Vendor's Invoice No. _____		
		THIS SECTION MUST BE COMPLETED BY VENDOR TO INSURE PROPER PAYMENT		
		▼ THIS SECTION MUST BE COMPLETED & SIGNED BY VENDOR FOR PAYMENT ▼		

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.

X

VENDOR SIGN HERE | TITLE | DATE | FED TAX I.D. # OR S.S.#

☐ CHECK THIS BOX IF CORP.

SPACE BELOW TO BE FILLED OUT BY MUNICIPAL OFFICIALS

APPROPRIATION CHARGED	AMOUNT

APPROVED FOR PAYMENT

BOROUGH MANAGER | DATE

APPROVED FOR THE GOVERNING BODY

BOROUGH TREASURER

EXTENSIONS AND FOOTINGS FOUND CORRECT

DATE | INITIALS

OFFICER'S CERTIFICATION

I hereby certify from personal knowledge that the goods and services charged for in the above Claim have been received and rendered as stated; said certification being based on signed delivery slips or other reasonable procedures.

DEPARTMENT HEAD

DATE

DELIVERY SLIPS RECEIVED AND CHECKED

DATE | INITIALS

DUPLICATE VOUCHER - VENDOR COPY