

INSTRUCTIONS

TAXPAYER IDENTIFICATION NUMBER - Check the appropriate box to indicate if the taxpayer identification number is either a Federal ID # or a Social Security #. Provide the Claimant's Taxpayer Identification Number (TIN) on the line provided.

CLAIMANT'S NAME AND ADDRESS - All claimants must print or typewrite their name and address in the space provided for the purpose. The check will be drawn in that name and mailed to that address. Claimant's Taxpayer Identification Number (TIN) must be furnished.

VENDOR # - Internal use only. Enter the Towns's internal vendor number.

TOWN DEPARTMENT - Indicate the department that received the services or supplies.

CONTRACT # AND CONTRACT NAME - If a contract number and contract name that has been issued for the items charged on this voucher, show the number and name thereof.

ORDER # - If a purchase order, service order or encumbrance order has been issued for the items charged on this voucher, show the number thereof.

CLAIMANT INVOICE # - Enter the claimant's invoice number corresponding to materials furnished or services rendered.

INVOICE DATE - Enter the invoice date from the claimant's invoice corresponding to materials furnished or services rendered.

RESO # - If applicable, enter the Town Resolution number corresponding to materials furnished or services rendered.

"DESCRIPTION OF MATERIALS OR SERVICES - Charges must be itemized. In space provided in the body of this voucher, show where applicable: (1) dates of services or delivery; (2) quantities; (3) description of charges; (4) unit price; (5) amount. Where labor is part of the services rendered, indicate rate per hour and the number of hours.
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CASH DISCOUNT % - Show any discounts that are allowed for prompt payment. Cash discount period to commence when claim is received by the Town Comptroller.

CLAIMANT'S CERTIFICATION - The claimant's certification must be completed. The date on which the signatures affixed must be given. The title of the person signing must clearly indicate his relationship to the claimant, e.g. sole owner, partner, treasurer, bookkeeper, billing clerk, etc. Notary not required.

DELIVERY RECEIPTS OR INVOICE - Attach to claim original invoice and delivery slips signed by the municipal employee receiving the materials.

RETURN CLAIM VOUCHER AND ORIGINAL INVOICE PROMPTLY - In order to expedite payment, this claim voucher and original invoice should be returned promptly to the receiving department after the materials have been furnished or services have been rendered.