

HARRISBURG SCHOOL DISTRICT 41-2
VOUCHER FOR PAYMENT

Payee: _____
Address: _____

Email: _____

Phone: _____

Requested By: _____

Approved By: _____
(Administrator/Supervisor)

NOTE: All vouchers for materials of supplies furnished must be itemized as to type, quantity, unit price and total price and the declaration must be signed by the superintendent, business manager, or other authorized agent of the school district as indicated below. Claims for personal service other than regular payrolls under contract must also be signed by the claimant as indicated below. Such claims must indicate time devoted and rate of pay, and if for travel must show dates, time of leaving, time of return, points of travel, meals and lodging expense. A receipt for lodging expense must be attached to voucher. If travel is by car, voucher must show miles traveled and rate of pay per mile. If by commercial carrier, a signed receipt from such carrier must be attached to voucher.

Description of Payment	Account Code	Invoice # <i>(If, applicable)</i>	Invoice or Transaction Date	Amount
			Total	

MAIL CHECK TO PAYEE

RETURN CHECK TO REQUESTER

DECLARATION IF VOUCHER IS FOR PERSONAL SERVICE, TRAVEL, REIMBURSEMENTS OR EXPENDITURES OTHER THAN PAYROLL UNDER A CONTRACTED PRICE
 I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief is in all things true and correct.

Date: _____ 2021

Signature of Payee: _____

<p>FOR OFFICE USE ONLY: DECLARATION OF SUPERINTENDENT, BUSINESS MANAGER, OR OTHER AUTHORIZED AGENT OF THE DISTRICT I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all thing true and correct. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payment.</p> <p>Date: _____ 2021</p> <p>Signature : _____</p>
--