

# CUSTODIAL VOUCHER FOR PAYMENT

(Bill or claim against the Agency)

(Check Payable to:)

**Payee:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

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.

Date	Description of Payment	Amt
<b>*DOCUMENTATION REQUIRED</b>		

Mail Check to Payee                       Return Check Attn To: \_\_\_\_\_ {date needed \_\_\_\_\_}

**Trust and Agency account to be charged:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Revolving                      71 415 040       | <input type="checkbox"/> FCCLA                              71 415 312      | <input type="checkbox"/> Culinary Arts                      71 415 326    |
| <input type="checkbox"/> Liberty Student Coun      71 415 110            | <input type="checkbox"/> Speech & Debate              71 415 313            | <input type="checkbox"/> Educators Rising              71 415 328         |
| <input type="checkbox"/> Explorer Student Coun      71 415 120           | <input type="checkbox"/> Nat'l Honors Soc.              71 415 314          | <input type="checkbox"/> HOSA                                  71 415 329 |
| <input type="checkbox"/> Journey Student Coun      71 415 130            | <input type="checkbox"/> Sideline Cheer                  71 415 315         | <input type="checkbox"/> DECA                                  71 415 330 |
| <input type="checkbox"/> Freedom Student Coun      71 415 140            | <input type="checkbox"/> Boys Golf                          71 415 316      | <input type="checkbox"/> Drama Club                          71 415 331   |
| <input type="checkbox"/> Endeavor Student Coun      71 415 150           | <input type="checkbox"/> Track                                  71 415 317  | <input type="checkbox"/> Spanish Club                      71 415 333     |
| <input type="checkbox"/> Horizon Student Coun      71 415 160            | <input type="checkbox"/> Football                              71 415 318   | <input type="checkbox"/> Boys Tennis                          71 415 334  |
| <input type="checkbox"/> SMS Student Council          71 415 210         | <input type="checkbox"/> Boys Basketball                  71 415 319        | <input type="checkbox"/> Girls Tennis                          71 415 335 |
| <input type="checkbox"/> SMS Fine Arts                  71 415 214       | <input type="checkbox"/> Girls Basketball                  71 415 320       | <input type="checkbox"/> Cross Country                      71 415 336    |
| <input type="checkbox"/> NMS Student Council          71 415 220         | <input type="checkbox"/> Wrestling                              71 415 321  | <input type="checkbox"/> Gymnastics                          71 415 337   |
| <input type="checkbox"/> NMS Fine Arts                  71 415 224       | <input type="checkbox"/> Volleyball                              71 415 322 | <input type="checkbox"/> Competitive Dance                  71 415 338    |
| <input type="checkbox"/> Robotics                          71 415 240    | <input type="checkbox"/> Boys Soccer                          71 415 323    | <input type="checkbox"/> Competitive Cheer                  71 415 339    |
| <input type="checkbox"/> HS Student Council              71 415 310      | <input type="checkbox"/> Girls Soccer                          71 415 324   | <input type="checkbox"/> HS Vocal                              71 415 345 |
| <input type="checkbox"/> FFA                                  71 415 311 | <input type="checkbox"/> Girls Golf                              71 415 325 | <input type="checkbox"/> Class of _____              71 415 8_____        |

Signatures of Acknowledgement **X** \_\_\_\_\_ (Advisor)                      **X** \_\_\_\_\_ (Administrator)  
 (REQUIRED)

Student Signature **X** \_\_\_\_\_ (Student)  
 (REQUIRED)

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: \_\_\_\_\_ Signature of Payee: \_\_\_\_\_

**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 things 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.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_