

1130 Webster Rd  
Webster, NY 14580  
**Payment Voucher**

\$ \_\_\_\_\_

(address)

It is highly recommended for the requester to always check with the responsible Vestry Member/commissioner or Treasurer before filing a request to make sure that there are available funds in the budget for his/her purchase.

**What kind of expense is this?**

\_\_\_\_\_ This is a surprise expense (usually large repair items that should be expedited).

**Description:** \_\_\_\_\_

**Budget Account Number:** \_\_\_\_\_

\_\_\_\_\_ (print name)

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

\_\_\_\_\_ (print name)

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

**For Disbursing Treasurer's Use Only:**

Date Paid:                      Check #                      Date Posted: