

School District Voucher for Payment from Estelline School District No. 28-2

P. O. Box 306, Estelline, SD 57234

tax exempt # 1014-4662-RS

TO: _____

ADDRESS: _____

NOTE: All vouchers for materials or supplies furnished must be itemized as to type, quantity, unit price and total price and must be verified by the Business Manager or other authorized agent of the school district as indicated below. Claims for personal services other than regular payrolls under contract must also be verified by the claimant as indicated below. Such claims must indicate time devoted and rate of pay, and if 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	Itemized Description of Material and Supplies or Personal Service and Travel Information	Quantity	Unit Price	Total

**CLAIMANT VERIFICATION IF VOUCHER IS FOR PERSONAL SERVICE, TRAVEL REIMBURSEMENTS OR EXPENDITURES OTHER THAN
PAYROLL UNDER A CONTRACTED PRICE**

I declare and affirm under 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 Claimant _____

VERIFICATION OF BUSINESS MANAGER OR OTHER AUTHORIZED AGENT OF DISTRICT

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my 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 acceptable condition and that the above claim is hereby approved for payment this _____ day of _____.
Signed _____
(Business Manager or other authorized agent)

APPROVAL BY THE SCHOOL DISTRICT BOARD FOR PAYMENT

Approved for payment by school board action on _____ Signature or initial of presiding officer of board: _____

Audited by _____