

HAMMONTON BOARD OF EDUCATION

566 OLD FORKS ROAD
 HAMMONTON, NJ 08037
 TEL: 609-567-7000 FAX: 609-561-4420

PURCHASE ORDER NUMBER

 THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES AND CORRESPONDENCE.

PURCHASES EXEMPT FROM ALL STATE AND FEDERAL TAXES
 PER N.J.S.A. 18A:72A-18 TAX EXEMPT NO. 21-6000203

VOUCHER

VENDOR NO.

DATE:

VENDOR:

Employee Name & Address:

SHIP TO:

Send Check: Circle One

Interoffice Mail to:

HS MS WES ECEC

or

through regular mail

L

CONTROL NUMBER		ORDER DESCRIPTION / OTHER		
QUANTITY ORDERED	CATALOG / UNIT	ITEM DESCRIPTION / ACCOUNT NUMBER	UNIT PRICE	TOTAL AMOUNT
		<p>Mileage Reimbursement</p> <p>Mileage Log Must be Attached & Signed Receipts for Tolls, Parking, Etc., Must be attached</p> <p>***Send completed signed form with receipts attached to the Business Office***</p>		

*PLEASE SIGN AT "X"

CLAIMANT'S CERTIFICATION

I solemnly declare and certify under the penalties of the law that the above bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; and that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

X

VENDOR SIGN HERE

OFFICIAL POSITION

TAX I.D. NO. OR SOCIAL SECURITY NO.

INCORPORATED?
 YES NO

IMPORTANT

1. RETURN INVOICE WITH THIS SIGNED VOUCHER TO THE "SHIP TO" ADDRESS ABOVE
2. NO CHARGES OTHER THAN THOSE SPECIFIED WILL BE ALLOWED.
3. SUBMIT INVOICE AS SOON AS ORDER IS COMPLETED.

SIGNATURE OF BUSINESS ADMINISTRATOR

NOT VALID UNLESS SIGNED BY BUSINESS ADMINISTRATOR

THIS VOUCHER MUST BE SIGNED AT X AND RETURNED WITH INVOICE FOR PAYMENT