PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

DATE VOUCHER PREPARED

SCHEDULE NO.

CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S NAME AND ADDRESS

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM

TO

WEIGHT

GOVERNMENT BAL. NUMBER

NUMBER AND DATE OF ORDER

DATE OF DELIVERY OR SERVICE

ARTICLES OR SERVICES
(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)

QUANTITY

UNIT PRICE

AMOUNT

(1)

(Payee must NOT use the space below)

TOTAL

PAYMENT:

☐ PROVISIONAL

☐ COMPLETE

☐ PARTIAL

☐ FINAL

☐ PROGRESS

☐ ADVANCE

APPROVED FOR

EXCHANGE RATE

Differences

$1.00

Amount verified; correct for

(Signature or Initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date) __________________________

(Authorized Certifying Officer)  

(Title) __________________________

ACCOUNTING CLASSIFICATION

CHECK NUMBER

ON ACCOUNT OF U.S. TREASURY

CHECK NUMBER

ON (Name of bank)

PAID BY

CASH

DATE

PAYEE

$ __________________________

PER

TITLE

1 When stated in foreign currency, insert name of currency.

2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.

3 When a voucher is received in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Co., Inc., John Smith, Secretary", or "John Doe, Treasurer", as the case may be.

Previous edition usable

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

Enclosure two (2)