

INSTRUCTIONS

Print or type name and address in "claimant's" block.

Enter Saratoga County's Purchase Order Number, if any, at top

Itemize materials and services provided, and dates. Show Vendor's Invoice number. The county is exempt from sales tax and such tax should not be included.

Fill in and sign the "Claimant's Certification".

MAIL VOUCHERS AND INVOICE TO THE DEPARTMENT FOR WHICH THE GOODS OR SERVICES WERE PROVIDED, UNLESS OTHERWISE INSTRUCTED. (THE ADDRESS ON THE PURCHASE ORDER)