

JAMESTOWN PUBLIC SCHOOL DISTRICT #1  
 207 Second Avenue SE – PO Box 269  
 Jamestown, North Dakota 58401  
 701-252-1950 – voice  
 701-251-2011 – fax



**VOUCHER**

Date:

*Note the vendor that is to be paid below.*

Vendor Name:

Address:

City/State/Zip:

Purchase Order Number

Budget Charged to this Account:

Employee Making this Purchase:

My signature notes a service performed for Jamestown Public Schools has been completed satisfactorily or the items listed below have arrived (or picked up) and become the property of Jamestown Public Schools.

**Please attach the invoice/receipt pertaining to this voucher.**

Quantity	Full Description	Unit Cost	Total Cost
		Grand Total	

Building Administrators Approval:

**Return this form to the business office for processing.**

Business Office Approval: