

TOWN OF WEST SENECA



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TO: Honorable Town Board
FROM: Sheila Meegan, Town Supervisor
DATE: January 23, 2012
RE: Amendment to Voucher Protocol

At the request of Laura Landers, Accounting and Financial Consultant, kindly amend the Town's voucher program to remove the requirement that the vendor(s) sign the voucher. Going forward, vendors need not sign the Town's voucher as long as there is a letter or other written documentation outlining the charge to the Town such as an invoice, bill, etc. The State Comptroller has eliminated the vendor certification requirement for vouchers issued by municipalities.

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