

Request for Payment

For Payment by the Village of Arden

Request Date ___ / ___ / 20___

Committee/Class Name _____

Expense Category _____ Account # _____

Approver Name _____ Signature _____

Second Signature (Required for purchases >\$10K) _____

(see page 2 for list of committee/classes)

(see page 2 for account numbers)

Payment Type

Check or EFT

Payment To

Name _____

Address _____

Payment For (check one)

Amount

Bills Attached _____ \$____.____

Labor (name) _____ \$____.____

Number of Hours _____ @ \$____ / Hour

Materials _____ \$____.____

Other _____ \$____.____

*If above items are covered by bid contracts or repetitive contractual expenditures, please fill in TOTAL DUE only. Attach documentation for applicable items to this voucher.

Total Due \$____.____

EFT Payments require Two Officer Signatures

Village of Arden Expense Categories

<u>Acct#</u>	<u>Expense Categories</u>
6300	Administrative Expenses
6310	Janitorial Supplies
6320	Printing Expenses
6330	Postage
6500	Equipment Purchases
	Auditing, Bookkeeping & Payroll Processing
6900	Fees
6910	Legal Fees
6920	Professional Fees - Other (Engineering, etc.)
6930	Janitorial Services
7000	Office Rent
7001	Gild Hall Rental
7010	Telephone
7020	Internet Service
7030	Electricity
7040	Oil
7050	Water
7060	Licenses/Permits/Fees
7500	Renovations
7600	Repairs & Maintenance
8000	Program Expenses
8010	Contributions & Donations
8030	Trash Service
8040	Tree Services
8050	Road Maintenance
8050	Grounds Maintenance (mowing, snow plowing)
9999	Other Expense (specify expense)

Committees/Class Names

Advisory
Archives
Assessors
Buzz Ware
Civic
Community Planning
Field Theatre
Forest
G-3
Hamburger Funds
Memorial Garden
MSA
Playground
Registration
Safety
Village
Other (specify)