

Village of Mineola

155 Washington Avenue
 Mineola, NY 11501-2489

Tel: (516) 746-0750
 Fax: (516) 742-8783

DO NOT WRITE IN THIS SPACE	
ACCOUNT NUMBER	AMOUNT

Vendor Name
 Address
 City State
 Vendor #.....

Fed ID#..... (Required) Meeting Date

DATE	PURCHASE ORDER #	DESCRIPTION	UNIT PRICE		TOTAL	
		INVOICE #				

Reviewed By _____

I HEREBY CERTIFY the above articles were sold and delivered and/or the above service rendered to the Village of Mineola on the dates and for the prices or amounts billed; that the above bill is just, true and correct; that no part thereof has been paid except as stated therein and that the balance therein stated is actually due and owing, and that taxes from which the Village of Mineola is exempt are excluded therefrom.

DO NOT USE THIS SPACE

CLAIMANT FURTHER CERTIFIES that the unit prices charged herein are not higher than any applicable legal maximum prices permitted under existing governmental regulations and are not in excess of those currently charged to other governmental, institutional, or commercial users for similar items, quantities, and deliveries.

.....
Signature
 Dated.....
*See Attached

.....
Title
 Name of Company

It is hereby certified that the supplies and equipment charged in this claim were ordered at the prices and in the quantities specified, and I do approve this claim.

.....
Date

ACCOUNT DEPT. USE ONLY

DATE PAID _____

CHECK # _____

BOARD AUDIT

.....
 Mayor

 Trustee

 Trustee

 Trustee

 Trustee

 Trustee

 Date