

-----Voucher Instructions-----
Voucher Request

Payee (to be paid to):

1. Name & Address _____

Date: **2. Date Voucher Prepared** _____

Department: Planning, Bldg. & Development

Account #	Description	Amount
Account Number Will Be Provided	CDBG 3. Program Name 4. Time Period 5. Detailed Description: Who? What? When? Why? Where? How Much?	6. Amount
	8. Supporting documentation to be attached includes timesheets, payroll register, general ledger, receipts, and spreadsheet explanations (as necessary).	
	Department Approval: _____	
	TOTAL	7. \$Total

CLAIM AGAINST THE COUNTY OF LAKE, 18 North County Street, Waukegan, Illinois 60085

STATE OF ILLINOIS) SS **9. Your Agency**
 LAKE COUNTY)

Claimant,

Certifies that the annexed amount against the County of Lake and the State of Illinois, and the several items therein mentioned are just and true, and the services rendered, or the articles furnished, were furnished as therein charged and amount claimed, to wit:

10. Amount in Words----- Dollars

is due and unpaid after allowing all just credits.

11. Date Signed _____
 Date

12. Signature (Executive Director or Finance) _____
 Signature of Claimant

For Office Use Only:

Project #:	Year:	Activity #:	Voucher #:
Approved By:	Approved By:	Date Processed:	