BOARD OF EDUCATION

BOROUGH OF POINT PLEASANT
2100 Panther Path, Point Pleasant, NJ 08742

Bills and Correspondence Must Be Sent To:
BOARD SECRETARY
Panther Path
Point Pleasant, NJ 08742

No. .....

Date: .....

To

Address

All bills must be received in the office of the Secretary of the Board of Education by the 25th of each month in order to be paid by the following month. Every person presenting any bill exceeding in amount the sum of 25.00 shall verify said bill by signing '"Claimant's Certification & Declaration" form on bottom of this invoice.

Date of Delivery or Service		Description of Goods or Service Rendered, Itemize Fully	Amount		Total	
		Total				

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalties of the Law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount here in stated is justly due and owing; and that the amount charged is a reasonable one.

(Date) (Signature) Social Security #

CERTIFICATION BY SCHOOL OFFICIALS

Delivery slips received and checked

(Date) (Signature)

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedure.

(Signature) (Title)

The above claim was approved and ordered paid.

APPROPRATION OR ACCOUNT CHARGED

PAYMENT RECORD

DATE PAID _____

CHECK NO. _____