

SUSSEX - WANTAGE BOARD OF EDUCATION

27 Bank Street
Sussex, NJ 07461

PAYROLL VOUCHER

SECRETARY Substitute @ \$17 Per Hour

NAME _____

**** All Columns need to be filled in to be acceptable for payroll processing
Or it will be returned back to the school.**

Do NOT combine payroll periods of the 1st-15th and the 16th-30th/31st on the same voucher

DATE	Employed as a Substitute for:	Building	Start Time	End Time	# of Hours	Amount

VOUCHERS MUST BE SUBMITTED FOR PAYMENT IN ACCORDANCE WITH THE VOUCHER /PAYROLL SCHEDULE FOUND ON OUR WEBSITE

CLAIMANT'S CERTIFICATION AND 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 therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: _____

Position: SECRETARY

Date: _____

Secretary Review:
Voucher & Aesop Initials

Principal Signature: _____

DATE: _____

**Main Office Use Only
Send Voucher to
Nancy Sisto @ BOE**