

## Vouchers and Receipts

Vouchers must be prepared for all expenditures of the district. A single or blanket voucher may be used for more than one expenditure (Wyoming State Constitution Article 16, Section 7). See 8-26 for a [sample blanket voucher](#).

- ✍ The blanket voucher must be attached to the check stub and receipts for all expenditures included on the voucher.
- ✍ If a blanket voucher is utilized, the vendor is not required to sign the voucher.
- ✍ If a blanket voucher is utilized, each receipt should be stamped with a perjury statement and the employee who made the purchase should sign and date the statement. Ink stamps with a pre-printed perjury statement are available by contacting the [Wyoming Department of Agriculture](#).

### **Perjury Statement:**

*Certification-I hereby certify, under penalty of perjury, that this receipt, invoice or statement and the items included herein for payment, are correct and just in all respects.*

*Signed:*

*Dated:*

All vouchers must be approved by at least three (3) members of the Board of Supervisors and recorded in the District minutes. The Treasurer alone cannot approve vouchers. No money should be paid to anyone without a voucher completed and signed by 3 Supervisors.

All paid vouchers must be recorded as approved in the meeting minutes.