Oconee County, South Carolina
Finance Department

415 South Pine Street
Walhalla, SC 29691

AP Voucher

Vendor # _____ **Date** _____

Payable to _____

Address _____

_____

_____

Budget Code(s) _____ **Amount** _____

_____ **Amount** _____

Explanation of Expenditures	Charges
Total	$ 0.00

I hereby certify that, to the best of my knowledge and belief, the articles and/or services specified herein are necessary and for the exclusive use of Oconee County and I hereby approve this expenditure.

_____ _____

Department Name **Authorized Signature**

This form is to be used for payment of the following expenditures only:

Advertising	Professional services - non-contractual (physicians, attorneys, appraisers-excluding engineers)
Appropriations	Refunds
Books	Registration Fees
Credit Card payments	Rent
Dues	Stipends (Jurors, Commission Members)
Insurance Payments	Subscriptions
Capital Lease Payments	Temporary Employees
Petty Cash	Utilities (Electric, Gas, Water, Telephones, Etc.)
Postage	

The purchase of all other goods and services shall be done using the appropriate purchase order forms, in accordance with Procurement Ordinance 2001-15.

Rev. July 2015