

Standard Form 1034# Revised January 1980 Department of the Treasury ITFRM 4-2000 1034-118 <sup>1</sup>	<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>	VOUCHER NO.
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U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION	DATE VOUCHER PREPARED	SCHEDULE NO.
	CONTRACT NUMBER AND DATE	<b>PAID BY</b>
	REQUISITION NUMBER AND DATE	

<b>PAYEE'S NAME AND ADDRESS</b>	DATE INVOICE RECEIVED
	DISCOUNT TERMS
	PAYEE'S ACCOUNT NUMBER

SHIPPED FROM	TO	WEIGHT	GOVERNMENT B/L NUMBER
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NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract of Federal supply schedule, and other information deemed necessary.)</i>	QUAN-TITY	UNIT PRICE		AMOUNT
				COST	PER	

(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) **TOTAL**

PAYMENT:  <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR	EXCHANGE RATE	DIFFERENCES
	= \$	= \$1.00	
	BY <sup>2</sup>		
	TITLE		Amount verified; correct for
			(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

\_\_\_\_\_  
*(Date)*
\_\_\_\_\_  
*(Authorized Certifying Officer)<sup>2</sup>*
\_\_\_\_\_  
*(Title)*

ACCOUNTING CLASSIFICATION

<b>PAID BY</b>	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER	ON (Name of bank)
	CASH \$	DATE	PAYEE <sup>3</sup>	

<sup>1</sup> When stated in foreign currency, insert name of currency. <sup>2</sup> If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the space provided, over his official title. <sup>3</sup> When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example, "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.	PER  TITLE
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**PRIVACY ACT STATEMENT**

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.