

Instructions for Vouchers

1. Save this template and fill in your non-profit's name and address.
2. Complete your process for awarding your client's assistance with their water utility bill.
3. Fill out the voucher below in **BLUE INK**.
4. Have your client bring in the voucher with **ORIGINAL** signatures to the Municipal Service Clerk located at City Hall within 15 days from issue date:

City Hall Address

414 E First Street (City Hall Building)
Newberg, OR 97132
Phone: 503-537-1205

Vouchers are to be issued for a dollar amount determined by the City of Newberg. Please contact the Municipal Services Department to determine amount of voucher. Vouchers will be modified/declined by the City if guidelines are not followed as noted in the acceptance letter.

Nonprofit Contact Information	
Name	
Address	
Phone #	

Voucher No.

Please track voucher number.
Duplicate numbers will not be accepted.

City of Newberg Emergency Assistance Voucher

Issue Date _____ Account No. _____

This authorizes (client's name) _____

at (client's address) _____

to receive **Water Assistance** in the amount of \$_____

This voucher must be used within 15 days of issuance

Authorization _____ Title _____

Received by _____ Date _____

Client's Signature _____

City: Original Signatures; Copies: Non-Profit, File, Client