

<b>VANDERBURGH COUNTY AUDITOR'S OFFICE</b>				
<b>2ND FLOOR CIVIC CENTER ROOM 208</b>				
<a href="mailto:claims@vanderburghgov.org">claims@vanderburghgov.org</a>				812-435-5439
OFFICE NAME/LOCATION NUMBER:		TODAY'S DATE:		
REQUESTOR'S EMAIL ADDRESS:			TELE:	
PAYABLE TO:		Vanderburgh Co Treasurer		AMOUNT:
<u>PAID BY</u>	<u>DESCRIPTION</u>	<u>ORG</u>	<u>OBJ</u>	<u>ACCT AMT</u>
<b>TOTAL</b>				\$ -
<b>MOVE MONEY TO EXPENSE LINE:</b>				
<a href="#">This applies to reimbursements which are allowed to be returned to a specific line item.</a>				
<b>PER THE AUDITOR, THERE IS A PROCESS TO BE FOLLOWED WHEN SUBMITTING MONEY FOR A QUIETUS. BOOKKEEPING IS NOT ALLOWED TO HANDLE THE MONEY BEING SUBMITTED. THEREFORE, IT IS UP TO EACH DEPARTMENT TO COMPLETE THE ABOVE FORM WITH ALL THE INFORMATION, EMAIL IT TO US, PICK IT UP &amp; DELIVER IT TO THE TREASURER THE SAME DAY IT IS SUBMITTED.</b>				
<b>1. To begin, move the cursor to the Office cell then use the tab to move from cell to cell.</b>				
<b>2. After completing form, email to <a href="mailto:claims@vanderburghgov.org">claims@vanderburghgov.org</a>.</b>				
<b>3. You will receive a reply when quietus is ready.</b>				
<b>4. Bring cash and/or checks to the Auditor's office &amp; pick up quietus.</b>				
<b>5. Take cash and/or checks plus quietus to Treasurer's office.</b>				
<b>6. Quietus must be picked up and delivered to Treasurer on the same day that it's done.</b>				