

Valid from July 1, 2025 to June 30, 2026



## 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:

401 E Third Street (Public Safety Building)

Newberg, OR 97132

Phone: 503-538-9425

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.

Non Profit 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 (type of assistance) 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