

Purchase order number _____
 Terms _____
 Date Filed _____

Commonwealth of Kentucky
DEPARTMENT OF EDUCATION
 Board of Finance

STANDARD INVOICE
 (This invoice should be sent directly to the local Board of Education for Payment.
 Do not send to State Office)

_____ **Scott County** Board of Education _____ **Georgetown** _____ Kentucky

Name of Vendor _____

(Address) _____

(All invoices must be promptly made out in required form and filed with the board "in writing, itemized and verified" -- according to law. A properly prepared invoice shows exact kind of service, where, when and by whom performed; also time and rate per day or hour and is signed by the vendor or his authorized representative.)

Quantity	Unit	Items (furnished) or work (done)	Code * No.	Unit Price	Amount
				Total	

VENDOR CERTIFICATION

I hereby certify that the above is a current statement of amount due from the above named board of education for articles furnished or services rendered as itemized.

Signed _____

By _____

Approved for payment

By _____

VENDOR LEAVE BLANK

Claim Number _____

Check Number _____

Amount Paid _____

Date Paid _____