

Purchase Order No. _____

Commonwealth of Kentucky
DEPARTMENT OF EDUCATION
Bureau of Finance

Terms _____

Date filed _____

STANDARD INVOICE

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

WARREN COUNTY Board of Education, P. O. BOX 51810 BOWLING GREEN, KENTUCKY 42102-6810

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
					\$

VENDOR'S CERTIFICATION

I hereby certify that the above is a correct 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 _____

* The vendor will leave this column blank.