



PERRY COUNTY BOARD OF EDUCATION - STANDARD INVOICE

School/Dept _____ Pay in Month of: _____

VENDOR LEAVE BLANK	
CHECK #	_____
AMOUNT PAID \$	_____
DATE PAID	_____

Vendor #	_____
VENDOR:	_____
Remittance Address:	_____

← THIS ADDRESS MUST MATCH THE REMIT TO ADDRESS ON INVOICE

This document must be completed with individual purchase order numbers and individual invoice numbers listed. A purchase order with model procurement documentation, packing slip (if available) and vendor invoice must accompany this document. "RECEIVED", initials & date must be written on either the packing slip or vendor invoice verifying receipt. Procurement method must be documented on the P.O.(Requisition). Vendor signature and complete description of purchased product or service required if an official vendor invoice is not attached.

PROCUREMENT METHOD

SEALED BIDS: _____ Sealed Bid/Public Auction _____ State Price Contract (the SPC # is _____)

COMPETITIVE NEGOTIATION: Justifying Condition : _____ Specifications _____ (Limited Suppliers) _____(Time & Place)
It is required that a Competitive Negotiations Recap be attached to use the Competitive Negotiation Category.

NON COMPETITIVE NEGOTIATIONS: _____ Single Source _____ Resale _____ Parts _____ Perishable _____ Out of District
_____ Licensed Professional _____ Ed. Enterprise _____ Savings (State Bid Price & Vendor in Desc. Column)

SMALL PURCHASES: _____ (Authorized by _____, District Official)

Purchase Order #	Invoice #	Amount	Description of Purchase	Liquidate P.O.		ORG-OBJECT-PROJECT
118453678	RT6785	\$ XXX.XX	Misc Supplies	<input checked="" type="radio"/> Y	<input type="radio"/> N	0001118 - 0610 - 3102
		\$		Y	N	
		\$		Y	N	
		\$		Y	N	
		\$		Y	N	
		\$		Y	N	
		\$		Y	N	
		\$		Y	N	
		\$		Y	N	
		\$		Y	N	
		\$		Y	N	
TOTAL		\$ -		Y	N	

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.

VENDOR (if applicable): _____

Payment Recommended By: _____

School Approval: _____

District Admin Approval: _____

Finance Officer Approval: _____