

**Commonwealth of Kentucky  
DEPARTMENT OF EDUCATION  
Bureau of Finance**

Purchase Order No. \_\_\_\_\_  
 Terms \_\_\_\_\_  
 Date Filed \_\_\_\_\_

**STANDARD INVOICE**

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

    Nelson County     **Board of Education**     288 Wildcat Lane, P.O. Box 2277, Bardstown,     **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, the time and rate per day or hour and is signed by the vendor or his authorized representative.)

Quantity	Unit	Items (furnished) or Work (done)	Unit Price	Amount
		<b>TOTAL</b>		

**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 \_\_\_\_\_