

**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
		TOTAL		

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 _____