

# STANDARD INVOICE

Hardin County Board of Education  
65 W. A. Jenkins Road  
Elizabethtown, KY 42701

<b>Vendor W-9 On File</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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**VENDOR NAME:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**Send Check To:**       **School** \_\_\_\_\_

**Hold at Central Office** \_\_\_\_\_

**Mail to:** \_\_\_\_\_

(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/her authorized representative.)

DATE	DESCRIPTION	AMOUNT

**Note: Staple receipts to back of standard invoice. State Tax will not be reimbursed.**

For C. O. Use VENDOR	ORG# UNIT-FUND-KEY	OBJECT	PROJECT	FUNDING APPROVAL SIGNATURE	TOTAL AMOUNT

**VENDOR'S CERTIFICATION**

**TOTAL STANDARD INVOICE \$**

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 \_\_\_\_\_ Date \_\_\_\_\_  
Vendor/Employee

<b>C.O. Use Only: Invoices for attached Check have been checked by HCBE/AP/_____</b>
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