

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

**STANDARD INVOICE**

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

Date \_\_\_\_\_  
Vendor # \_\_\_\_\_  
Project \_\_\_\_\_  
Project # \_\_\_\_\_

\_\_\_\_\_ LaRue County \_\_\_\_\_ Board of Education, \_\_\_\_\_ P.O. Box 39, Hodgenville \_\_\_\_\_, 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; a time and rate per day or hour and is signed by the vendor or his authorized representative.)

Invoice No.	Amount	Items (furnished) or Work (done)	Code No.	Purchase Order No.

TOTAL

FUND:

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

Approved for payment by Principal \_\_\_\_\_

Approved for payment by Program Director \_\_\_\_\_

