

STANDARD INVOICE

Purchase Order No. _____
Terms _____
Date Filed _____

Whitley County Board of Education, Williamsburg, KY 40769

Name of Vendor: _____
Address: _____
Phone: _____

All invoices must be properly made out in required form and filed with the Board "in writing, itemized and verified" according to law. A properly prepared invoice shows exactly the 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 authorized representatives.

Quantity	Items (furnished) or Work (done)	Code	Unit Price	Amount

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 _____
Date _____

Approved for Payment
By _____
Date _____

Vendor Leave Blank	
Claim Number _____	
Check Number _____	
Amount Paid _____	
Date Paid _____	