



Boyle County High School
 1637 Perryville Road
 Danville, Kentucky 40422
 Phone: 859.236.5047
 FAX: 859.236.6826

THIS NUMBER MUST APPEAR ON ALL INVOICES. SHIPPING PAPERS, PACKAGES, ETC.

Purchase Order # BCBS- _____

Date Ordered: _____

Requested by: _____

VENDOR:
 Name: _____
 Address: _____
 Phone: _____
 FAX: _____

SHIP TO:
 Boyle County High School
 1637 Perryville Road
 Danville, Kentucky 40422
 Attention: _____

Vendor Catalog Number	Description	Quantity	Unit	Unit Price	Amount

Tax Exempt # B - 04152

Account _____ (Athletics Only) Sub _____
 Discretionary _____

- Bid
- Small Purchase (0-\$250/ea. Item)
- State price Contract # _____
- Emergency (Declaration by Super. Required)
- Single Source (Documentation of Limited Availability Required)
- Replacement Parts (Food Service, Maintenance, Vehicles)
- Books (Text or Library)
- Professional Services
- Travel
- Competitive Negotiations (Attach Doc)
- Significant Savings (Attach Doc)

Subtotal	
Shipping and Handling	
Total	

 Signature of Person Requesting Order

 Principal/Division Head