

Franklin County Schools Standard Invoice



**Franklin County
Board of Education
652 Chamberlin Ave
Frankfort, KY 40601
M: 502-695-6700
F: 502-352-2255**

Person / Location:

Purchase Order #:

Name of Vendor :

Phone:

Address of Vendor:

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 authorized representative.

| Date | Quantity | Item or Service Description | Unit Cost | Total Cost |
|--------------|----------|-----------------------------|-----------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

Vendor Certification

I hereby certify that the above is a correct statement of the amount due from the above-named board of education for articles furnished or for services rendered as itemized.

Vendor Signature: _____ Date: _____

Vendor Print: _____

Person Receiving Item

Approved for Payment by

Signature: _____

Signature: _____

Print: _____

Print: _____

Date: _____

Date: _____