

**DEPARTMENT OF EDUCATION**  
**Bureau of Finance**

PO No: \_\_\_\_\_

Terms: \_\_\_\_\_

Date Filed: \_\_\_\_\_

**STANDARD INVOICE**

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

Estill County Board of Education

Irvine, 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: also time and rate per day or hour and is signed by the vendor or his authorized representative.)

Quantity	Unit	Items (furnished) or Work (done)	Code* No.	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: \_\_\_\_\_

Approved for payment

By: \_\_\_\_\_

\*The vendor will leave this column blank

**VENDOR LEAVE BLANK**

Claim number: \_\_\_\_\_

Check number: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Date paid: \_\_\_\_\_