HART COUNTY BOARD OF EDUCATION
25 QUALITY STREET
MUNFORDVILLE, KY 42765

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF EDUCATION
BUREAU OF FINANCE

STANDARD INVOICE

PROJECT #:_____ **DATE FILED:** _____

NAME OF VENDOR _____ **VENDOR#:**_____

STREET ADDRESS_____

CITY_____ **STATE**_____ **ZIP**_____

All invoices must be correctly completed on the required form and filed with the Board "in writing, itemized and verified" according to law. A properly prepared invoice shows the exact kind of service, where, when, and by whom performed; also time and rate per day or hour and is signed by the authorized representative.

CODE NUMBER ORG – OBJECT – PROJECT	DESCRIPTION	AMOUNT

INVOICE TOTAL: $_____

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:

_____
(Signature of Authorized Representative)