

Washington County Board of Education
120 Mackville Hill
Springfield, KY 40069
859-336-5470

Fund Responsible for Payment:

(eg. G.F., Title I, IDEA-Basic, Preschool, School Allocation, etc.)

Standard Invoice

Name of Employee or Vendor:

Street Address:

City, State, Zip:

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 hours and is signed by the vendor.

[illegible]

Employee/Vendor's Certification

Employee/Vendor's Certification:
I hereby certify the above is a correct statement of amount due from the Washington Co. Bd. of Education.

Employee/Vendor Signature

School Level Approval

Central Office Approval

Effective July 21, 2008

Central Office Only:

Vendor Number

Date Received

Munis Account Codes:

Amount

Total Amount Due