

ORG CODE	OBJECT	PROJECT	AMOUNT	VENDOR
TOTAL			\$0.00	

Purchase Requisition		Purchase Order
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DOCUMENT, WHEN PROPERLY CERTIFIED AUTHORIZES VENDOR TO CHARGE COMMODITY/SERVICE TO JENKINS INDEPENDENT BOARD OF EDUCATION	FINANCE OFFICE APPROVAL FOR PAYMENT SIGNATURE CONVERTS PURCHASE REQUISITION TO PURCHASE ORDER	FINANCE OFFICE APPROVAL INITIATES PAYMENT PROCESS AND SUBSEQUENT PAYMENT OF CLAIMS
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Bill to: **Jenkins Independent Board of Education**
Post Office Box 74, 269 Hwy. 3086
Jenkins, Kentucky 41537
 Phone:1-606-832-2182 Fax: 1-606-832-2181

STATE TAX #
C-1287
 FEDERAL ID #
61-6001098

FOR CENTRAL OFFICE USE ONLY

VOID WITHOUT AUTHORIZED NUMBER

Ship To: **Jenkins Independent Board of Education**
 (LOCATION)
269 Hwy. 3086
 (ADDRESS)
Jenkins KY 41537
 (CITY) (STATE) (ZIP)
1-606-832-2182 1-606-832-2181
 (TELEPHONE) (FAX)

Vendor: _____
 (COMPANY NAME)

 (ADDRESS)

 (CITY) (STATE) (ZIP)

 (TELEPHONE) (FAX)

Ship Via: _____
 DELIVERIES FROM 8:00AM TO 3:00 PM ONLY

 (LOCATION CONTACT) (PHONE)

1. Back orders or substitutions will not be processed for payment
2. Invoices must show complete requisition codification
3. Conflicts in billing shall be directed to the location contact person and not the Office of Finance.
4. Purchase Order will not be processed until building principal/supervisor validates receivership.

DOCUMENT MUST BE TYPED

QTY	UNIT	CATALOG NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

PURCHASE REQUISITION AUTHORIZATION	SUB TOTAL	\$ -
	SHIPPING	\$ -
	DISCOUNT	\$ -
	GRAND TOTAL	\$ -

 REQUESTED BY DATE

 PRINCIPAL DATE

 FINANCE OFFICER APPROVAL DATE

 PROGRAM DIRECTOR DATE

 SUPERINTENDENT APPROVAL DATE