

Crittenden County Schools

PURCHASE ORDER REQUEST FORM

BILL TO: Crittenden County Schools 601 West Elm Street Marion, KY 42064 270.965.3525 Attn: Diane Winters	VENDOR'S NAME AND ADDRESS: 	<i>NOTICE: Conflict of interest, gratuities, and kickbacks as defined in KRS 45A.445 and provided for in KRS 45A.455 are absolutely prohibited. The provision of these statutes shall be noted and acknowledged with the signatures of the Procurement.</i> <div style="color: red;">This requisition does not become a valid purchase order until a number has been assigned by Finance.*</div>
SHIP TO: Crittenden County _____ _____ Marion, KY 42064 Attn: _____	ORDERED BY: _____ <div style="display: flex; justify-content: space-between;"> Name Date </div> RECEIVED BY: _____ <div style="display: flex; justify-content: space-between;"> Name Date </div>	TAX EXEMPT NUMBER: B1106 PURCHASE ORDER NUMBER:* <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <div style="text-align: right;">Page ____ of ____</div>

QUANTITY	ITEM NUMBER	DESCRIPTION	MUNIS CODE	UNIT PRICE	TOTAL PRICE
				\$	\$
				\$	\$
				\$	\$
				\$	\$
			TOTAL PURCHASE:		\$

1. Material on this order is exempt from sales and federal excise taxes. Our tax-exempt number is B1106.
2. This contract may not be modified orally unless done so by the following personnel of the CCBOE: Superintendent, Finance Officer, and Accounts Payable Clerk.
3. Purchase order number must appear on all invoices and correspondence. Please submit in duplicate.
4. Payment of invoice, pursuant to Kentucky State Law, must be approved by the Board of Education at monthly Board meetings.

CHECK ONE:

State Price Contract # _____
 COOP Bid # _____
 LOCAL Bid # _____
 Emergency _____
 Single Source _____
 Perishable Items _____
 Replacement Parts _____
 Resale Item _____
 Licensed Professionals _____
 Authorized Travel Outside School District _____
 Significant Savings (Must Complete Form) _____
 Small Purchases (See Policy) _____

 Authorized Signature (Principal, Administrator, etc.)

 Central Office Authorized Signature