REQUISTION / PURCHASE ORDER REQUEST--PARKS & RECREATION

REQUISITION #: _____	**DATE:** _____	**BID/QUOTE #:** _____
PURCHASE ORDER #: _____	**DATE:** _____	**WORK ORDER#** _____
TYPE OF REQUEST: PURCHASE ORDER	**DATE RECEIVED:** _____	**CHECK ROUTING:** ☐ REQUESTER ☑ VENDOR
LOCATION/PROJECT USE: _____		

ACCOUNT(S) / AMOUNT BREAK DOWN

PROJECT/GRANT	ACTIVITY	FUND	DEPT ID	SECTION	ACCOUNT	SITE	BUDGET PERIOD	AMOUNT
		4202	707606	7511	71299	813	2024	$3,500.00
		4202	707606	7511	71299	852	2024	$3,500.00

VENDOR INFORMATION

Fayette County Public Schools   **UPC:** _____

VENDOR NAME (check payable to)

450 Park Place

ADDRESS (please fill out completely)

Lexington, KY 40511

CITY,STATE, ZIP

FEDERAL ID # (for new vendor)

VENDOR CONTACT NAME

PHONE/FAX

SHIP TO INFORMATION

Dunbar Community Center

SHIP TO LOCATION

545 N Upper Street

ADDRESS (please fill out completely)

Lexington, KY 40508

CITY, STATE, ZIP

Harold Kouns

SHIP TO CONTACT NAME

859-288-2912

PHONE

LINE ITEMS

ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
Honorarium for Fayette County Public Schools (Veterans Park Elementary)	1		$ 3,500.00	$ 3,500.00
Honorarium for Fayette County Public Schools (Julius Marks Elementary)	1		$ 3,500.00	$ 3,500.00
			TOTAL	$ 7,000.00

JUSTIFICATION / SPECIAL INSTRUCTIONS

_____

_____

ADDITIONAL QUOTES (NEEDED FOR ITEMS OVER $2,499.00)

SECOND QUOTE VENDOR NAME _____   **AMOUNT:** _____

THIRD QUOTE VENDOR NAME _____   **AMOUNT:** _____

REQUESTED BY / APPROVAL INFORMATION

REQUESTED BY: Harold Kouns   **DATE:** 14-Aug-24

APPROVAL: _____   **DATE:** _____

ADDITIONAL LINE ITEMS				
ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
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				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -

GRAND TOTAL