

**REQUISITION / 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	857	2024	\$16,000.00
		4202	707606	7511	71299	819	2024	\$750.00
		4202	707606	7511	71299	832	2024	\$750.00
		4202	707606	7511	71299	824	2024	\$1,000.00
		4202	707606	7511	71299	828	2024	\$1,000.00

**VENDOR INFORMATION**

Fayette County Public Schools UPC: \_\_\_\_\_  
 VENDOR NAME (check payable to) FEDERAL ID # (for new vendor)  
 450 Park Place  
 ADDRESS (please fill out completely) VENDOR CONTACT NAME  
 Lexington, KY 40511  
 CITY, STATE, ZIP PHONE/FAX

**SHIP TO INFORMATION**

Dunbar Community Center  
 SHIP TO LOCATION  
 545 N Upper Street Harold Kouns  
 ADDRESS (please fill out completely) SHIP TO CONTACT NAME  
 Lexington, KY 40508 859-288-2912  
 CITY, STATE, ZIP PHONE

LINE ITEMS				
ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
Honorarium for Fayette County Public Schools (Garrett Morgan Elementary)	1		\$ 16,000.00	\$ 16,000.00
Honorarium for Fayette County Public Schools (Yates Elementary)	1		\$ 750.00	\$ 750.00
Honorarium for Fayette County Public Schools (Millcreek Elementary)	1		\$ 750.00	\$ 750.00
Honorarium for Fayette County Public Schools (Edythe J Hayes Middle School)	1		\$ 1,000.00	\$ 1,000.00
Honorarium for Fayette County Public Schools (Jessie Clark Middle School)	1		\$ 1,000.00	\$ 1,000.00
<b>TOTAL</b>				<b>\$ 19,500.00</b>

**JUSTIFICATION / SPECIAL INSTRUCTIONS**

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**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: 8-May-24  
 APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**ADDITIONAL LINE ITEMS**

ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
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**GRAND TOTAL**