

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

SHIP TO INFORMATION	
Dunbar Community Center SHIP TO LOCATION	
545 N Upper Street ADDRESS (please fill out completely)	Harold Kouns SHIP TO CONTACT NAME
Lexington, KY 40508 CITY, STATE, ZIP	859-288-2912 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
TOTAL				\$ 19,500.00

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: 8-May-24
 APPROVAL: _____ DATE: _____

