



**NORTHERN KENTUCKY COOPERATIVE FOR EDUCATIONAL SERVICES, INC.**

5516 East Alexandria Pike  
 Cold Spring, KY 41076  
**Phone: 859-442-8600**  
**Fax: 859-442-7038**  
[www.nkces.org](http://www.nkces.org)

**PURCHASE ORDER REQUEST**

**VENDOR NAME & ADDRESS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_

**Ship To:**  
 Northern Kentucky Cooperative for Educational Services  
 5516 East Alexandria Pike  
 Cold Spring, KY 41076  
  
**TAX EXEMPT CERTIFICATE # ST-19-101**

DATE	REQUISITIONER	PROGRAM NAME & NO.

QUANTITY	UNITE PRICE	G/L #	DESCRIPTION	TOTAL	Rec'd
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**PO #:** \_\_\_\_\_ **PO Date:** \_\_\_\_\_  
**CHECK #** \_\_\_\_\_ **CHECK DATE:** \_\_\_\_\_  
**INVOICE #** \_\_\_\_\_ **Amount:** \_\_\_\_\_

SUBTOTAL	\$ -
SALES TAX	
SHIPPING & HANDLING	
TOTAL	

**CERTIFICATION AND APPROVAL:** I certify that the above request represents a proper NKCES expenditure, that funds are available, and that it is not a duplication of a prior request.

**Authorized by:** \_\_\_\_\_ **Date:** \_\_\_\_\_