



Kenton County School District | *It's about ALL kids.*

# Issue Paper

**DATE:**

1/17/2025

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the submission of a credit application to Allied Instrumentation for purchase of refrigerant monitors for building refrigeration systems.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

In order to purchase materials under the parameters of the District purchasing policies a credit application is requested by the associated vendors. The credit application provides vendors with the necessary information to establish purchasing accounts for the District.

**FISCAL/BUDGETARY IMPACT:**

Varies depending on the amount purchased from the vendor.

**RECOMMENDATION:**

Approval to submit a credit application to Allied Instrumentation for purchase of refrigerant monitors for building refrigeration systems.

**CONTACT PERSON:**

Brian E. Vanover

\_\_\_\_\_  
Principal/Administrator

  
\_\_\_\_\_  
District Administrator

  
\_\_\_\_\_  
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.  
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*



## REQUEST FOR NEW CUSTOMER INFORMATION

Company Name: KENTON COUNTY SCHOOL DISTRICT

Company FEIN: 61-6001301

Is Company operating as a dba or a division of a parent company? YES ☐ NO ☒

If YES, please provide parent company name: \_\_\_\_\_

If YES, please provide parent company FEIN: \_\_\_\_\_

Dunn & Bradstreet (DUNS®) No. NONE

Website: KENTON.KYSCHOOLS.US

Purchasing:

Main contact: CINDA ROBERTS

Phone: 859-344-8888

Fax: 859-344-1531

Email: Cinda.Roberts@Kenton.Kyschools.us

Accounts Payable:

Main contact: KATIE SMITH

Phone: 859-344-8888

Fax: 859-344-1531

Email: Accounts.Payable@Kenton.Kyschools.us

How would you like to receive invoices: email / fax / mail (circle one)

Email or fax number invoices should be sent to: ACCOUNTS.PAYABLE@KENTON.KYSCHOOLS.US

Ship to address:

Varies by Project

Billing address:

1055 EATON DRIVE  
FT. WRIGHT, KY 41017

Is your company tax exempt? Yes ☒ No ☐

If Yes, please provide copies of any tax-exempt certificates. If you are unsure what form to use, please view your state's department of revenue website. Orders will be charged sales tax until proper documentation of exempt status is received.

- Allied W-9 is located on the last page of this file.
- If you will be placing credit card orders, please fill out the attached credit card authorization form.
- <sup>45 ORV</sup> Payment terms are net 30. Please sign to confirm acceptance of terms and complete customer set-up process.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

**AUTHORIZATION FOR CREDIT CARD PURCHASE**

N/A

\_\_\_\_\_ (Cardholder) authorizes Allied Instrumentation to (check one):

Charge \$ plus applicable sales tax and shipping charges to the credit card referenced below for the purchase of \_\_\_\_\_

(Description of goods or purchase order number).

Keep this card on file for one year beginning \_\_\_\_/\_\_\_\_/\_\_\_\_ to charge multiple orders per the cardholder's instructions.

Cardholder signature \_\_\_\_\_ Date \_\_\_\_\_

Credit Card Type (check box): Visa ☐ Mastercard ☐ Discover ☐

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV2 Code (3 or 4 digits from back of card) \_\_\_\_\_

Company Name \_\_\_\_\_

Name as it appears on card (please print) \_\_\_\_\_

Billing address on credit card account \_\_\_\_\_

Email address for invoices and receipts \_\_\_\_\_

Cardholder's phone number \_\_\_\_\_

Order shipping address \_\_\_\_\_

Quote Number, Purchase Order Number and/or Description of Goods:

\_\_\_\_\_

- ▶ Orders processed with a credit card will be charged an additional 3% processing fee.
- ▶ The Cardholder acknowledges Allied Instrumentation's policy on returns/refunds/exchanges listed on the quote or available upon request from Allied Instrumentation.
- ▶ Please return this form via one of the following:

Fax: 219-924-5011 or Email: [orders@alliedinst.com](mailto:orders@alliedinst.com)

**TRADE (CREDIT) REFERENCES:** ATTACHED

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

The following terms apply to all quotes (written or verbal) issued by Allied Instrumentation, and to subsequent purchase orders:

- ▶ ALL credit card orders charged at shipment (Net 10), after 10 days, 1.5% per month finance charge will be charged if the card provided does not go through.
- ▶ Intent to pay with a credit card must be noted on the purchase order; credit card orders will have a 3% processing fee applied.
- ▶ Orders resulting from this quote are subject to Allied Instrumentation or factory acceptance of credit and terms.
- ▶ Orders ship UPS Ground, Prepay/Add, unless (1) noted otherwise or (2) freight is required.
- ▶ Prices quoted do not include tax, if applicable. If exempt, a valid certificate must be on file with Allied Instrumentation.
- ▶ Quantity changes may affect all pricing; returns may be subject to a restocking fee.



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**THE KENTON COUNTY  
BOARD OF EDUCATION**

1055 Eaton Drive, Fort Wright, KY 41017  
859.344.8888 – Fax 859.344.1531  
[www.kenton.kyschools.us](http://www.kenton.kyschools.us)  
**Dr. Henry Webb, Superintendent**

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## **CREDIT REFERENCES**

### **TRADE REFERENCES**

#### **LD Products**

3700 Cover Street  
Long Beach, CA 90808

Attention: Diana Athey  
(888) 375-6648 EXT. 7092  
[dianaa@ldproducts.com](mailto:dianaa@ldproducts.com)

#### **Design/Minuteman Press**

33 Kenton Lands Road  
Erlanger, KY 41018

Attention: Al Bailey  
(859) 331-3354  
[minutemanpress@fuse.net](mailto:minutemanpress@fuse.net)

#### **Federal Supply**

1840 Airport Exchange Blvd., Suite 160  
Erlanger, KY 41018

Attention: Amy Franklin  
(859) 647-9500  
[AP@myfederalsupply.com](mailto:AP@myfederalsupply.com)

### **BANK REFERENCE**

#### **First Financial Bank**

3580 Madison Pike  
Edgewood, KY 41017  
(859) 344-2900

### **IDENTIFICATION NUMBERS**

State Tax Identification Number: B470  
Federal Tax Identification Number: 61-6001301

## **Kenton County Board of Education**

"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"



B470

Exemption Number

Important—Certificate not  
valid unless completed.

Kenton County Board of Education

Name of Exempt Institution

**PURCHASE EXEMPTION  
CERTIFICATE**

Check Applicable Block

Blanket ☐

Single Purchase ☐

I hereby certify that Kenton County Board of Ed. is a Kentucky resident, nonprofit educational, charitable or  
religious institution, or Kentucky historical site, located at Ft. Wright, KY, Kentucky and that the tangible  
personal property, digital property, or services to be purchased from \_\_\_\_\_

Name of Vendor

Address

will be used solely within the exempt function of a charitable, educational or religious institution, or historical site.

Description of property to be purchased: \_\_\_\_\_

In the event that the property purchased is not used for an exempt purpose, it is understood that I am required to  
pay the tax measured by the purchase price of the property.

Any official or employee who uses this certificate to make tax-free purchases for his own personal use or that of  
any other person will be subject to the penalties provided in KRS 139.990 and other applicable laws.

Under penalties of perjury, I swear or affirm that the information on this certificate is true and correct as to every  
material matter.

Auan Bettle

Authorized Signature

Exec. Director Finance

Title

Jan. 9, 2024

Date

**CAUTION TO SELLER:** This certificate cannot be issued or used  
in any way by a construction contractor to purchase property  
to be used in fulfilling a contract with an exempt institution.  
Sellers accepting certificates for such purchases will be held  
liable for the sales or use tax.

**DEPARTMENT OF REVENUE**  
Frankfort, Kentucky 40620

61A126 (12-09)