



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

Issue Paper

DATE:

4/23/2025

AGENDA ITEM (ACTION ITEM):

Consider/Approve the submission of a credit application to GWS Partners for the purchase of window shades.

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 GWS Partners for the purchase of window shades.

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.

CUSTOMER SETUP AND CREDIT APPLICATION

Customer Information

Legal Business Name <small>Kenton County School District</small>	Trade Name-DBA N/A	EIN/Tax ID: 61-6001301
Billing Address 1055 Eaton Drive	City Fort Wright	State KY
		Zip Code 41017
A/P Contact Katie Smith	A/P Phone # 859-344-8888	A/P Email: accounts.payable@kenton.kyschools.us
Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship		
Year Started: State of Incorporation: N/A		
Web Site Address: www.kenton.kyschools.us		Dun & Bradstreet #: N/A
Are You a: <input type="checkbox"/> Subsidiary <input type="checkbox"/> Division (if yes, check which)		Ticker Symbol: N/A <i>*if applicable</i>
Parent Company Name: N/A		Address: N/A
Do you require a purchase order on Invoices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do you use EDI or have a Procurement Portal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Terms Requested: <input type="checkbox"/> Prepaid/COD/Credit Card <input type="checkbox"/> Credit Terms Credit Limit Requested \$ N/A		

Bank References (Complete following sections if requesting Credit Terms)

Name ATTACHED	Contact Name	Phone No
Street Address	City, State, Zip Code	Account #:

Trade References (Major Suppliers/Vendors)

1. Name ATTACHED	Contact Name	Phone No.
Street Address	City, State, Zip Code	Account No.
2. Name ATTACHED	Contact Name	Phone No.
Street address	City, State, Zip Code	Account No.

By signing below, you represent you are an authorized representative with authority to enter into this agreement and the information contained in this Application and any attachment is true, correct and complete.

You consent to the Vendor obtaining information about the Applicant from credit reporting agencies, bank references and other sources Vendor deems appropriate in considering this Application. If credit is extended, you agree to be bound by all the terms and conditions on Vendor's invoices and posted on Vendor's website.

If the Prepaid/COD/Credit Card payment method is requested, the applicant agrees to pay all invoices by credit card and all future services/invoices unless expressed otherwise in writing that a change in payment method is requested. A service fee of 3% will apply to all credit card transactions.

 Signature	 Date	 Title
Check one: <input type="checkbox"/> Principal <input type="checkbox"/> Partner <input type="checkbox"/> Proprietor <input type="checkbox"/> Associate		

Please return to Credit@planescompanies.com or call 866-460-2713 for credit department.

Planes Companies 9823 Cincinnati-Dayton Rd, West Chester, Ohio 45069

Internal use only

Planes Companies

GWS

GWS FF&E

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.

Ausan Bentle

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

51A126 (12-09)



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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
Dr. Henry Webb, Superintendent

CREDIT REFERENCES

TRADE REFERENCES

LD Products

3700 Cover Street
Long Beach, CA 90808

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

Design/Minuteman Press

33 Kenton Lands Road
Erlanger, KY 41018

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

Federal Supply

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

Attention: Amy Franklin
(859) 647-9500
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."