



1 University Place – 4<sup>th</sup> Floor  
Irvington, NJ 07111

(973) 399-6800 – Ext. 2120  
(973) 399-6855 - Fax

## Emergency Check Request Form

**Request Date:** \_\_\_\_\_ **Purchase Order #** \_\_\_\_\_

**Check Amount:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Date check is needed by:** \_\_\_\_\_

**State the EMERGENCY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Administrator Requesting Check:** \_\_\_\_\_

(Print)

\_\_\_\_\_  
(Signature)

**Approval:** \_\_\_\_\_

**Superintendent/Assistant Superintendent for Business/Board Secretary**