



IRVINGTON PUBLIC SCHOOLS
Office of the Assistant Superintendent for Business/
Board Secretary

Reggie Lamptey, CPA
*Assistant Superintendent for Business/
Board Secretary*

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Emergency Check Request Form

Request Date: _____ Purchase Order # _____

Check Amount: _____

Vendor Name: _____

Date Check is Needed by: _____

State **EMERGENCY**: _____

Administrator Requesting Check: _____
(Print)

(Signature)

Approval: _____
Superintendent/Assistant Superintendent for Business/Board Secretary