



IRVINGTON PUBLIC SCHOOLS

Office of the Assistant Superintendent for Business/Board Secretary

Reggie Lamprey, CPA

*Assistant Superintendent for
Business/Board Secretary*

One University Place, 4th floor

Irvington, New Jersey 07111

(973) 399-6800 x 2120 (973) 399-6855 Fax

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