



IRVINGTON PUBLIC SCHOOLS

Office of the Assistant Superintendent for Business/Board Secretary

Craig Smith, QPA
*Interim 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

Form 2025

FOR ACCOUNTS PAYABLE PURPOSES ONLY:

ALL CHECKS ISSUED MUST HAVE A BANK POSITIVE PAY CONFIRMATION REPORT ATTACHED.