

**NEWTOWN PUBLIC SCHOOLS
BUSINESS OFFICE**

REQUEST FOR CHECK

(PLEASE TYPE OR PRINT)

**SUBMIT TO ACCOUNTS PAYABLE
@ Central Office (203) 426-7611**

DATE: _____

CHECK IN THE AMOUNT OF: _____

PAYABLE TO: _____

ADDRESS: _____

INSTRUCTIONS: _____

DRAW FUNDS FROM: GENERAL FUND CUSTODIAL FUND OTHER

WILL FUNDS BE REIMBURSED FROM THE GENERAL FUND? YES NO

CHARGE TO ACCOUNT # _____

FOR: _____

REQUESTED BY: _____

APPROVED BY: _____

VENDOR #: _____

PLEASE ATTACH APPROPRIATE BACK UP DOCUMENTATION