

**NEWTOWN PUBLIC SCHOOLS
BUSINESS OFFICE**

REQUEST FOR CHECK

(PLEASE TYPE OR PRINT)

**SUBMIT TO ACCOUNTS PAYABLE
(@ Central Office)**

DATE: _____

CHECK IN THE AMOUNT OF: _____

PAYABLE TO: _____

ADDRESS: _____

REASON FOR PURCHASE: _____

CHARGE TO ACCOUNT # _____

REQUESTED BY: _____

APPROVED BY: _____

PLEASE ATTACH APPROPRIATE BACK UP DOCUMENTATION

Revised 5/24