

EAST GRANBY BOARD OF EDUCATION REQUEST FOR PAYMENT

Please attach:

- ✓ Pre-approval for purchase (email from principal is fine)
- ✓ original receipt
- ✓ proof of payment

Check Payable to: _____

Check Amount: _____

Address/School: _____

Description: _____

Date: _____

Approval: _____

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For Office Use Only:

Vendor #: _____

Charge Code: _____