

BROOKLYN LAB SCHOOL

RENEL PITON, PRINCIPAL

REQUEST FOR EXPENDITURE

Requests for expenditure must be submitted to Regina Gulino no later than 48 hours before the check is needed. Careful advance planning should preclude an "emergency."

Date: _____

Please let me have a check for \$ _____

PAYABLE TO: _____

ITEMS OR PURPOSE (Invoices must be attached to this request.):

I certify that I have fulfilled all Department of Education regulations governing collection and disbursement of funds.

AUTHORIZED SIGNATURES:

Purchaser

Dept. or Activity Supervisor

School Treasurer

Principal

DO NOT WRITE BELOW THIS LINE

AUTHORIZATION	CHECK ISSUED	ACCOUNT CHARGED
	Check #: _____ Date of Check: _____ Amount: \$ _____	