

The Public Schools of
NORTHBOROUGH and SOUTHBOROUGH

OFFICE OF THE SUPERINTENDENT
53 PARKERVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772
TELEPHONE (508) 486-5115 FAX (508) 486-5123 www.nsboro.k12.ma.us

GREGORY L. MARTINEAU
Superintendent of Schools

KEITH T. LAVOIE
Assistant Superintendent of Operations

STEFANIE K. REINHORN, Ed.D
Assistant Superintendent of Teaching and Learning

According to our records there is an outstanding accounts payable/payroll check which was issued to you by the district. The specifics of this check are as follows:

Vendor Name:

Check #: Check Date: Check Amount:

It is likely that this check was lost. If you wish to have a replacement check issued to you, please sign the certification below and return this letter to the Central Office by mail to the address listed above or email to edako@nsboro.k12.ma.us

I certify that the above listed check has been lost or misplaced. Please sign below and return this letter.

Signed: _____

If you feel that you are not owed this money, please sign below and return this letter.

I'm not due the payment listed above.

Signed: _____

If you have any questions or concerns, you may contact Elena Dako at 508-486-5115 x 71235. Thank you for your assistance with this matter.

Sincerely,

Christine Tague
District Treasurer

CC:File