****

Enfield Elementary (Gr. K-2), 300 Montgomery Ave., Erdenheim, PA 19038 | 215-233-6080

Erdenheim Elementary (Gr. 3-5), 500 Haws Lane, Flourtown, PA 19031 | 215-233-6085

**Check Request**

|  |  |
| --- | --- |
| Your Name: | Phone: |
| Committee / Budget Line: |
| Date Submitted: | Date Needed: | Date Completed: (For Treasurer Use Only) |
| Reason for Check: |
| ❑ INCLUDED IN ANNUAL BUDGET or ❑ APPROVED AT MEETING (DATE / / ) |
| Check Payable to: | Amount: $ |
| Address of Payee:  |
| Comments (Please give any further instructions or explanations that will be useful to both the Treasurer and the Approvers) |
| Signature of Requestor: |
| Approved by (EEHSP Officer) | Date: / / |
| Approved by (EEHSP Officer) | Date: / / |

For Treasurer Use Only:

Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_ Logged \_\_\_\_\_\_\_\_\_