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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 \_\_\_\_\_\_\_\_\_