

# Enloe High School PTSA

## CHECK/EXPENSE REQUEST FORM

This form is to be used only for the authorized expenditures of the PTSA and its committees and all such expenditures must be within the budget guidelines. Please complete within 30 days of expenditure & please attach receipts.

DATE: \_\_\_\_\_

CHECK PAYABLE TO:  
\_\_\_\_\_

\_\_\_\_\_ I WILL PICK UP CHECK      **OR**  
FROM SCHOOL PTSA BOX  
\_\_\_\_\_ LEAVE CHECK  
IN DESIGNATED TEACHER MAILBOX

MAIL CHECK TO THE FOLLOWING ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL AMOUNT REQUESTED \$ \_\_\_\_\_

**Please itemize expenses below:**

DATE	PURPOSE OF EXPENSE	AMOUNT

REQUESTED BY: \_\_\_\_\_ PHONE/EMAIL: \_\_\_\_\_

**AUTHORIZED BY:**

\_\_\_\_\_  
PTSA President or President Elect

\_\_\_\_\_  
Treasurer

**Directions:** Please attach **original receipts** (when possible), order form, or invoice with this form. Enloe PTSA will pay original invoices directly to the vendor when applicable.

**Submit forms and attachments to: Debby Song, Treasurer**  
**Enloe High School PTSA**  
**128 Clarendon Crescent Raleigh, NC 27610**  
**OR Via Email: treasurer@enloptsa.com**

**Treasurer's Use only:**

Check #: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Budget Line Item: \_\_\_\_\_

Sales Tax \_\_\_\_\_