

**Heritage Elementary School - Check Request Form**

RECEIPT MUST BE ATTACHED FOR PAYMENT

**Date:** \_\_\_\_\_ **Requested By:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Check Written To:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Details/Purpose of Expenses:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Expenses:**

<b>Expense Amount</b>	_____	<b>Expense Category</b>	_____
<b>Expense Amount</b>	_____	<b>Expense Category</b>	_____
<b>Expense Amount</b>	_____	<b>Expense Category</b>	_____
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<b>Expense Amount</b>	_____	<b>Expense Category</b>	_____

**PTA Use Only**

**Total Before Tax:** \_\_\_\_\_ **Tax to be Reimbursed By**  
**Sales Tax:** \_\_\_\_\_ **State** \_\_\_\_\_  
**Total to be Paid:** \_\_\_\_\_

**Signature of Treasurer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of President** \_\_\_\_\_ **Date** \_\_\_\_\_

**Date Paid** \_\_\_\_\_

**Check #** \_\_\_\_\_

Heritage Elementary    3500 Rogers Road    Wake Forest, NC 27587    919-562-6000