



Leadership Ascension Foundation

CHECK REQUEST

Check requests should be submitted to the Treasurer, Kimneye Cox via email to ksc1979@yahoo.com. Please attach any invoices/estimates relied upon in making the check request and a brief description of the expenditure.

Team/Project Name: _____ / Team Treasurer: _____

/ Total Disbursements to Date: _____

Check Request Amount: _____ / Payable to: _____

Sales Tax Paid: _____

Estimated Expense Descriptions:

Item	Cost	Purpose/Description Estimated Cost in Grant Application

Signed this ___ day of _____, 20__.

Print Name of Team Treasurer: _____ / Signature: _____

Check to be picked up by: Name: _____ / Phone Number: _____

■ ****No checks will be mailed.****

Completed by Foundation Staff:

Check #: _____ / Approved by: _____

Check Signed by: _____