



# Leadership Ascension Foundation

## CHECK REQUEST

Check requests should be submitted to the Treasurer, Kimneye Cox via email to [ksc1979@yahoo.com](mailto: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:** \_\_\_\_\_