



# EAST MECKLENBURG HIGH SCHOOL FOUNDATION

## Check Request Form

Please complete form, have it signed and submit it using the Foundation's mailbox in the Front Office Work Room.

Office Use Only	#
Submitted	
Received	
Delivered	

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### Budget Category

\_\_\_\_\_ ASTI Individual Grant

\_\_\_\_\_ Culinary

\_\_\_\_\_ ASTI Departmental Grant

\_\_\_\_\_ Eagle Flight

\_\_\_\_\_ ASTI Events

\_\_\_\_\_ Foundation Admin

\_\_\_\_\_ IB

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ AOE

\_\_\_\_\_

Description	Cost

Shipping & Handling	
Sales Tax	
<b>TOTAL</b>	

\_\_\_\_\_  
Committee Chair/Executive Director Signature

Documentation Attached \_\_\_\_\_