

*Gregory School of Science, Math and Technology
1106 Ann Street
Wilmington, NC 28401*

Check/Voucher Request Form

Date Requested: _____

Requestor Name: _____

Purpose: _____

Check Payable To: _____

Mailing Address: _____

Amount requested (Breakdown required for reimbursement): Attached all receipts, order forms, invoices, etc.

Sub-total	Tax	Total
Grand Total		

Requestor Signature: _____

Authorized By (President's Signature): _____

Date Approved: _____