



9101 Fayetteville Rd.
Raleigh, NC 27603
Phone 919-866-6250

Invoice No. _____

For Foundation Use Only

CHECK REQUEST

Please staple supporting documents behind this form and submit to: **Meg Stradling, Wake Tech Foundation**

Questions? Please contact Meg Stradling, CPA, Director of Finance, at mwstradling@waketech.edu

**** Please allow up to 10 business days for processing. ****

MAKE CHECK PAYABLE TO:	CHECK ISSUED ON BEHALF OF:

REQUEST DATE	TOTAL PAID	INVOICE NO. / REASON FOR REQUEST

ACCOUNT # <i>For Foundation Use Only</i>	TOTAL	DESCRIPTION	FUND ID

ADDITIONAL COMMENTS

DELIVERY INFORMATION	
Send Inter-Office Mail	Hold for Pick-Up
Mail Check to Above Address	Other:

APPROVAL

Fund Proprietor*

Date

*** If you are also the payee, you must include your supervisor's signature .**

Foundation Executive Director

Date