



# ACADEMY OF AMERICAN STUDIES

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**Ellen Sherman**, Principal  
**Mark Solkoff**, Asst. Principal  
**Nina Cohen**, Asst. Principal

## APPLICATION FOR CHECK ISSUANCE

**Account from which check is to be drawn: (circle one)**

Charity                      COSA                      Gilder Lehrman                      Grants                      Lost Books  
Senior Activities      Trips                      Yearbook                      Other \_\_\_\_\_

**Name of person requesting check:** \_\_\_\_\_

**Date check is needed:** \_\_\_\_\_

**Paid to the order of:** \_\_\_\_\_

**Amount of check requested:** \_\_\_\_\_

**Reason for check:** \_\_\_\_\_  
(attach bill and/or receipt)  
\_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE

#### Administration Approval:

\_\_\_\_\_  
Principal/Assistant Principal Approval

\_\_\_\_\_  
Date

#### Reconciliation:

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

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

Check Number: \_\_\_\_\_

