

## Glenbrook North High School Parents' Association Check Request Form

Date:

Expense for (see below):

Make check payable to:

Address (needed if check is to be mailed):

Amount (without tax, please attach receipts):

Item(s) purchased:

Committee: \_\_\_\_\_ Is this expense in the budget? YES NO

If not, please explain:

Requester's name:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Will check be picked up or mailed? PICKED UP MAILED

Please select one of the following categories for your EXPENSE category:

Advertising (specify Torch, Yearbook, Northbrook Tower, etc.)

Grad Night

Glenbrook Foundation

E. J. Duffy Spartan Spirit Award (nominee gifts)

Staff Appreciation - specify event

- \* Homecoming      \* Ice Cream Social      \* Night in the Classroom      \* Traffic Directors
- \* Luceon for teachers who wrote letters of recommendation

Distinguished Teacher Award (nominee gifts)

Retirement Gifts

Membership Committee Expense

Year End Gifts - specify recipient

Supplies (stamps / stationery / gift wrap)

Bank Charges

Donations

School Gift

For Treasurer's Use:

Check Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Check Amount: \_\_\_\_\_ President's Approval (if needed): \_\_\_\_\_