



Glenbrook North High School
Choir & Theatre Patrons Organization
 Check Request and Purchase Pre-Approval Form

Please print clearly and fill out form completely

Submit form to treasurer at least 7 - 10 days in advance of date needed

Submit to Heather MacDonald, 2225 Chestnut Street, Northbrook, IL 60062

hmackmac@ameritech.net

Date: _____ Expense for: CHOIR THEATRE

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: _____ Date: _____

Will check be picked up or mailed? PICKED UP MAILED

FOR GBN CTPO TREASURER USE ONLY	
Date Issued:	Account Number:
Check Number:	
Check Amount:	<u>President's Approval (if over \$1,000):</u>
Funds Endorsed By:	