

**Glenbrook North High School  
Grad Night 2018**

Request for Reimbursement

**To: Anna Amen**  
Treasurer  
2533 Oak Avenue  
Northbrook, IL 60062  
[ralnamen@sbcglobal.net](mailto:ralnamen@sbcglobal.net)  
Phone: 847.508.9713

**From:**                    **Name:** \_\_\_\_\_  
                                 **Phone:** \_\_\_\_\_  
                                 **e-mail:** \_\_\_\_\_  
                                 **Committee:** \_\_\_\_\_  
                                 **Date:** \_\_\_\_\_  
                                 **Amount:** \_\_\_\_\_

**Expense Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check Payable To:** \_\_\_\_\_

**Send Check To:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed** \_\_\_\_\_

Please attach receipts to this form for prompt payment. Remember to use the GBN Tax Exempt Identification Number whenever possible, **sales tax will not be reimbursed**. Thank You!

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