

**Check Request /
Purchase Pre-Approval Form**

**GBN CHOIR & THEATRE
PATRONS ORGANIZATION (CTPO)**

Please Print Clearly & Fill Out Form Completely

Submit Form to Treasurer **AT LEAST 7-10 Days** IN ADVANCE of Date Needed...

Mrs. Tracy Meyer 1064 Williamsburg Dr. Northbrook, IL 60062 tmeyermath@aol.com Ph: (847)902-7226

Check Request / Purchase Pre-Approval

(Circle One)

REQUESTER'S INFORMATION	Date of Request:
Requester's Name: _____	
Email Address: _____	Phone #: _____
Description of Purchase: _____	
Program Committee: _____	Sub-Committee: _____

Make Check Payable To: _____

Amount of Check (BEFORE tax):	\$ _____	Check Due By:	_____
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Sales Tax CANNOT be reimbursed. (Date - Do Not Write ASAP)

All receipt(s) MUST be attached to this form, if items have already been purchased. If purchase has been approved but not yet made, please submit receipts to the Treasurer as soon as possible, post purchase.

Mail Check? Yes No *If Check is NOT being mailed, please include specific instructions below, as to how you wish to receive the check:*

(Circle One)

If Check IS being mailed:
Please Indicate:

_____ Company AND / OR Name of Recipient:

_____ Address of Recipient

_____ City/State/Zip Code

X	X
SIGNATURE OF REQUESTER	DATE

FOR GBN CTPO TREASURER USE ONLY

Date:	Check #:	Check Amount: \$
Approved By:	Account #:	
Funds Disbursed By: X	X	X
	CTPO Treasurer	Date

President's Signature (checks over \$1,000)