



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 Tracy Meyer, 1064 Williamsburg Drive, Northbrook, IL 60062  
 tmeyermath@aol.com    847-902-7226

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:	_____