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

**Mail this request to Susie D'Orazi, 1114 Butternut Ln., Northbrook, IL 60062**

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 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 Cream Social in the Class * Traffic Directors
* Lucheon 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):