

Glenbrook North High School
Choir and Theatre Parents Organization
Check Request Form

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:			
Will check be picked up or mailed?	PICKED UP	MAILED	

<i>For Treasurer's Use:</i>	
Check Number:	Date Issued:
Check Amount:	President's Approval (if needed):

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