

**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 mailed?	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      \* Ice Cream Social      \* Night in the Classroom      \* Traffic Directors

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):