

GLENBARD EAST BOOSTER CLUB CHECK REQUEST

Glenbard East Booster Club is a non-profit, tax-exempt organization. Please utilize our Tax-Exempt ID Number when making purchases on behalf of Boosters. Sales tax paid will not be reimbursed. Booster members may not use the Tax-Exempt ID Number to make purchases for their individual use.

Date: _____

Amount: _____

Payee: _____

Budget Line Item(s):	Amount(s)
_____	_____
_____	_____
_____	_____

Description: _____

Committee Chair Approval: _____

Mail check to: _____

ATTACH ALL RECEIPTS AND INVOICES

Bring completed check request to Booster Meeting or send to Booster Treasurer:

Jill Voss
314 N. Charlotte
Lombard, IL 60148
630-267-6623 cell
treasurer@eastboosters.com
or gebctreasurer@gmail.com

For Treasurer's use only

Check #: _____ Date: _____