

**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 the Club. Sales tax paid will not be reimbursed. Booster members may not use the Tax-Exempt ID Number to make purchases for personal use.

Date: _____

Amount: _____

Payee Name and Address: _____

Vendors paid and amount (list each receipt separately):

Vendor:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Purpose of Expense: _____

Approval: _____

ATTACH ALL RECEIPTS AND INVOICES

Bring this Check Request to the next booster meeting
or send to the Booster Treasurer:

Joe DeForest
226 W 18th St
Lombard, IL 60148
joedeforest@gmail.com
(630) 408-1005

FOR TREASURERS USE ONLY	
Check #	Date: