



CHECK REQUEST FORM

Submit form to Kathy & Jim Nelson
22W472 Birchwood Dr, Glen Ellyn, IL 60137
or e-mail form & all receipts to treasurer@gsboosters.org

Questions?
Text or call Kathy at 630-648-0236.

**Please attach a receipt for all purchases
(photocopies are acceptable)**

CHECK REQUESTED BY:

Name: _____ **Date of Request:** _____

Signature _____ **Phone:** _____

(Must Have Committee Member Signature Requesting Check)

Event Name & Date _____ **Committee:** _____

MAKE CHECK PAYABLE TO:

Name: _____ **Phone:** _____

Address _____ **Email:** _____

_____ **Amount \$** _____

**** Sales Tax Will Not Be Reimbursed****

Items Purchased or to be Purchased:

<u>Item(s) Description</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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