

**Glenbrook North High School
Grad Night 2017**

Request for Reimbursement

To: Anna Amen
Treasurer
2533 Oak Avenue
Northbrook, IL 60062
ralnamen@sbcglobal.net
Phone: 847.508.9713

From: **Name:** _____
 Phone: _____
 e-mail: _____
 Committee: _____
 Date: _____
 Amount: _____

Expense Description: _____

Check Payable To: _____
Send Check To: _____

Signed _____

Please attach receipts to this form for prompt payment. Remember to use the GBN Tax Exempt Identification Number whenever possible, **sales tax will not be reimbursed**. Thank You!

Date Issued: _____ **Check Number:** _____