THUNDERRIDGE GRIZZLY BEAR BACKER CLUB
CHECK REQUEST

DATE: ____________ Invoice #: ________________
PAYABLE TO: ______________________________________________________
ADDRESS: ________________________________________________________
______________________________________________________________
MAIL CHECK: YES _____ NO _____
OTHER ____________________________
REASON FOR CHECK: ______________________________________________
______________________________________________________________
REQUESTED BY: (print) ____________________________________________
PHONE NUMBER: _________________________________________________
SIGNATURE: _____________________________________________________

ACTIVITY/CLUB/SPORT: ____________________________________________

APPROVED BY Coach/Advisor/Admin (print): ____________________________
SIGNATURE: ______________________________________________________
(Either the requestor or the Approval MUST be the coach or advisor)

**AMOUNT: $ __________________________________

Additional GBBC Approval Signature
for personal reimbursements over $500: ________________________________
(Must be a member of the GBBC Board of Directors)

*Date Request is specifically needed by?: _____________________________

**ATTACH ORIGINAL RECEIPT or INVOICE (keep copies for your records).
*Allow 7 business days for processing plus mailing time. The GBBC box is checked 2 times per week.

Revised 1/16/2014