

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.**