

# Billings Public Schools

415 North 30<sup>th</sup> Street Billings MT 59101-1298  
(406) 281.5000 www.billingschools.org



## GROUP ADMISSIONS/INCENTIVES/GIFT CERTIFICATES/CARDS

617

618

619

To: Purchasers of Group Admission Tickets (for the zoo, the theater, etc.)  
Purchasers of Student Incentives  
Purchasers of Gift Certificates/Gift Cards/Cash Rewards

School/Dept \_\_\_\_\_ Date: \_\_\_\_\_

PO # \_\_\_\_\_

Vender \_\_\_\_\_

(If Charged on Pcard, Please state vendor name)

Amount \$ \_\_\_\_\_

Budget Code \_\_\_\_\_

Purchaser \_\_\_\_\_

Reason Issued

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- Whenever the 617 accounting object code is charged for the purchase of group admissions, a listing of the attendees must be written on the reverse of the form. In some cases the class list can be stapled to the form and in these cases signatures are not necessary.
- Whenever the 618 accounting object code is charged for the purchase of student incentives, the recipient(s) must sign the back of this form as an acknowledgement.
- Whenever the 619 accounting object code is charged for the purchase of gift cards or certificates, the recipients(s) must sign the back of this form as an acknowledgement.

Please staple your identified group listing, the receipts for the admission, incentives, and gift certificates/cash to this form and send it to the accounting department at the Lincoln Center, room 207. (See back side of this form.)

Should you have any questions, please contact Nancy Schlicting at 281-5138.

Thank you for your assistance in this matter.

