

Billings Public Schools

Request to Establish New Student Extracurricular Account

Board of Trustee approval is required to establish a new Student Extracurricular Account. Complete this request, and forward it to the Business Office. The Business Manager will present this request to the Business Committee; and upon their recommendation will forward it to the Board of Trustees for approval. The Business Office will reply with the new deposit/expenditure codes to the originating school.

Date of Request _____ School _____

New ECA Account Name _____

Brief Description of Usage _____

Principal's Signature _____

Date of Business Committee Approval _____

Date of Board of Trustees Approval _____

Budget Codes Assigned:

Revenue (Deposits) _____

Expenditures _____

Other _____