

DATE REQUESTED: _____

ST. PIUS X SPAS/FINE ARTS CHECK REQUEST

DO NOT MAIL--PUT IN MY BOX.

NAME: _____

CHECK PAYABLE TO:

ADDRESS:

INVOICE INFORMATION:

DATE	NUMBER	AMOUNT	DESCRIPTION

SPAS EXPENSE ACCOUNTS

- 7600 MEMBERSHIP EXPENSE _____
- 7602 FUNDRAISER EXPENSE _____
- 7606 FLOWER EXPENSE _____
- 7608 CONCESSION EXPENSE _____
- 7610 BOARD EXPENSE _____
- 7612 CONTINGENCY _____
- 7616 RECEPTION EXPENSE _____
- 7618 SCHOLARSHIP DONATION _____

FINE ARTS DEPARTMENT

- 5160 INSTRUCTIONAL _____
- 5161 PROFESSIONAL DEV. _____
- 5163 OFFICE SUPPLIES _____

DRAMA

- 5130 INSTRUCTIONAL _____
- 7628 SPAS DRAMA _____

BAND

- 5100 INSTRUCTIONAL _____
- 5101 PROFESSIONAL DEV. _____
- 5102 MEMBERSHIP AND DUES _____
- 5104 GUEST SPEAKERS _____
- 5105 BAND OTHER _____
- 7622 SPAS BAND _____
- 2412 RESERVE BAND REPLACE _____

GUITAR

- 5140 INSTRUCTIONAL _____
- 5141 PROFESSIONAL DEV. _____
- 5142 MEMBERSHIP AND DUES _____
- 5143 OFFICE SUPPLIES _____
- 5144 GUEST SPEAKERS _____
- 7630 SPAS GUITAR _____

OTHER ACCOUNTS

- 1410 EQUIPMENT _____
DEPT. # _____
- 2300 RESTRICTED GIFTS _____
DEPT. # _____
- 2705 STUDENT EXCHANGE _____
DEPT. # _____
- 2715 TICKET EXCHANGE _____

CHORUS

- 5110 INSTRUCTIONAL _____
- 5111 PROFESSIONAL DEV. _____
- 5112 MEMBERSHIP AND DUES _____
- 5113 OFFICE SUPPLIES _____
- 5114 GUEST SPEAKERS _____
- 7624 SPAS CHORUS _____

VISUAL ART

- 5150 INSTRUCTIONAL _____
- 5151 PROFESSIONAL DEV. _____
- 5152 MEMBERSHIP AND DUES _____
- 5153 OFFICE SUPPLIES _____
- 5154 GUEST SPEAKERS _____
- 7634 SPAS VISUAL ART _____

DANCE

- 5120 INSTRUCTIONAL _____
- 5121 PROFESSIONAL DEV. _____
- 5122 MEMBERSHIP AND DUES _____
- 5125 OTHER _____
- 7626 SPAS DANCE _____

TECH CREW

- 5165 INSTRUCTIONAL _____
- 5166 PROFESSIONAL DEV. _____
- 5167 OFFICE SUPPLIES _____
- 5168 GUEST SPEAKERS _____
- 5830 GENERAL TECH SUPPORT _____
- 7632 SPAS TECH CREW/PROD. _____

SPECIAL INSTRUCTIONS:

BUSINESS OFFICE: _____

Revised 08/13

REQUESTED BY: _____

APPROVED BY: _____

Brion Kennedy