

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 SPAS MEMBERSHIP EXPENSE _____
- 7602 SPAS SALLY FOSTER EXPENSE _____
- 7604 SPAS TICKET EXPENSE _____
- 7606 SPAS FLOWER EXPENSE _____
- 7608 SPAS CONCESSION EXPENSE _____
- 7610 SPAS BOARD EXPENSES _____
- 7612 SPAS CONTINGENCY _____
- 7614 SPAS PRODUCTION TRAINING _____
- 7616 SPAS RECEPTION EXPENSE _____
- 7618 SPAS SCHOLARSHIP DONATION _____
- 7620 SPAS CHRISTMAS CONCERT EXPENSES _____

OTHER ACCOUNTS

- 2300 **RESTRICTED GIFTS**
- DEPT ACCOUNT # _____
- 2705 **EXCHANGE ACCOUNTS**
- DEPT ACCOUNT # _____
- 2412 **RESERVED FOR BAND REPLACEMENT** _____

OTHER NOT LISTED

FINE ARTS DEPARTMENT

- 5160 FINE ARTS INSTRUCTIONAL _____
- 5161 FINE ARTS PROFESSIONAL DEVELOPMENT _____
- 5163 FINE ARTS OFFICE SUPPLIES _____

TECH CREW

- 5165 TECH CREW INSTRUCTIONAL _____
- 7632 SPAS TECH CREW/PRODUCTION _____
- 5830 GENERAL TECHNICAL SUPPORT _____

BAND

- 5100 BAND INSTRUCTIONAL _____
- 5101 BAND PROFESSIONAL DEVELOPMENT _____
- 5102 BAND MEMBERSHIP AND DUES _____
- 5104 BAND GUEST SPEAKERS _____
- 5105 BAND OTHER _____
- 7622 SPAS BAND _____

CHORUS

- 5110 CHORUS INSTRUCTIONAL _____
- 5112 CHORUS MEMBERSHIP AND DUES _____
- 5115 CHORUS OTHER DUES AND FEES _____
- 7624 SPAS CHORUS _____

DANCE

- 5120 DANCE INSTRUCTIONAL _____
- 5121 DANCE PROFESSIONAL DEVELOPMENT _____
- 5125 DANCE OTHER _____
- 7626 SPAS DANCE _____

DRAMA

- 5130 DRAMA INSTRUCTIONAL _____
- 7628 SPAS DRAMA _____

GUITAR

- 5140 GUITAR INSTRUCTIONAL _____
- 5141 GUITAR PROFESSIONAL DEVELOPMENT _____
- 5144 GUITAR GUEST SPEAKER _____
- 7630 SPAS GUITAR _____

VISUAL ART

- 5150 VISUAL ARTS INSTRUCTIONAL _____
- 5153 VISUAL ARTS OFFICE SUPPLIES _____
- 5154 VISUAL ARTS GUEST SPEAKERS _____
- 7634 SPAS VISUAL ART _____

BUSINESS OFFICE APPROVAL:

DATE PROCESSED: _____

PROCESSED BY: _____

REQUESTED BY _____

APPROVED BY _____

LISA MARTIN