

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: \_\_\_\_\_