



**CLOVERDALE CATHOLIC SCHOOL
CHEQUE REQUISITION**

FOR OFFICE USE ONLY:

INVOICE #: _____

Amount Due: _____ Date Submitted: _____

Payable to: _____ Submitted by: _____

I am submitting more than one type of expense, or I am not sure what code to use. See reverse!

Instructional, subcategory (✓):

- Student Supplies & Activities Fee for: [Class] _____
- 7093 Special Education resources (funded)
- 7100 Teaching Supplies (general classroom expenses)
- 7102/7092/7262 Pro-D (Teaching/Special Ed/Admin)
- 7104 Textbooks, learning resources
- 71XX Specific resources for: [subject] _____

- 7110 Learning Assistance resources (non-funded)
- 7111 Athletics Program (excl tournament fees)
- 7113 Music, Fine Arts resources (excl performances)
- 7115 Field Trips
- 7116 Special Events (competitions, fairs)
- Other (PFG?): _____

Operations & Maintenance, subcategory (✓):

- 7135 Office Supplies
- 7179 Building Repairs & Maintenance

- 7181 Equipment Repairs & Maintenance
- Other: _____

Student Activities, subcategory (✓):

- 7220 Drama, Musicals (incl concerts, talent show)
- 7224 Tournament Participation Fees (Athletic, other)

- 7225 Other Sundry Activities (Back to School BBQ)
- Other: _____



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