

Form 508-B
School Advisory Council Cheque Requisition



School Name: _____

Payable to: _____

Address: _____

_____ Postal Code: _____

Total Cheque Amount: \$ _____

See School Advisory Council Chart of Accounts for Department Name, number, and Revenue/Expense Objects

Invoice Detailed Explanation	Invoice Number	Invoice Amount	HST Amount	Dept/Account
Total	\$	\$	\$	\$

- **Please attach all original receipts/invoices to the back of this request**
- All cheque requests must have back up documentation attached
- Credit card & debit receipts are **Not Acceptable** – they do not detail purchase or taxes

Special Instructions: _____

(i.e. date the cheque is required by)

Authorized by: (two signatures are required)

_____	_____
School Council Member #1	Date
_____	_____
School Council Member #2	Date

Cheque #



School Advisory Council Chart of Accounts

Department Number	Department Name	Revenue Object	Expense Object
8500	SAC General	068	410
8501	SAC Budget	068	410
8510	SAC Fundraiser 1	068	410
8511	SAC Fundraiser 2	068	410
8512	SAC Fundraiser 3	068	410
8513	SAC Fundraiser 4	068	410
8514	SAC Bake Sale	068	350
8515	SAC BBQ	068	350
8516	SAC Cake Walk	068	350
8517	SAC CanteenSales	068	350
8518	SAC Card&GiftWrap	068	350
8519	SAC Cheese	068	350
8520	SAC ChristmsCncrt	068	410
8521	SAC Christmas	068	410
8522	SAC Cookbook	068	410
8523	SAC CookieMuffin	068	350
8524	SAC Craft Sales	068	410
8525	SAC Dance	068	410
8526	SAC Dinner	068	350
8527	SAC Donations	068	410
8528	SAC Flower/Plant	068	410
8529	SAC Fun Fair	068	410
8530	SAC Graduation	068	410
8531	SAC Halloween	068	410
8532	SAC Hot Dog	068	350
8533	SAC LDSB Grants	068	350
8534	SAC Lunch Program	068	350
8535	SAC Mag Sales	068	410
8536	SAC May Fair	068	410
8537	SAC Milk Shakes	068	350
8538	SAC Movie Night	068	410
8539	SAC Pizza	068	350
8540	Raffle SAC	068	410
8541	SAC Read A Thon	068	410
8542	SAC Auction	068	410
8543	SAC Springfest	068	410
8544	SAC Fresh fm Farm	068	350
8545	SAC Sensory Room	068	410
8550	SAC Subs	068	350
8552	SAC TurkeyBingo	068	350
8553	SAC EverydayStyle	068	410
8554	SAC HolidayBaz	068	410
8555	SAC Playground	069	563
8557	SAC Fundscrip	068	410
8558	SAC SchIClothing	068	410
8559	SAC MabelsLabels	068	410
8561	SAC LadiesNight	068	410
8563	SAC ChickenWrap	068	350
8565	SAC Chili	068	350
8566	SAC PRO Grants	068	410

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8568	SAC Yearbook	068	410
8570	SAC Play/Musical	068	410