The Museum of Arts and Sciences Guild

Expense Codes Guild -95	
6341	**HAF -Materials and Supplies**
6411	**HAF** -Printing-Cat/TxtPanel/Flyer
7210	**HAF -Artist Awards**
7213	**HAF -Sponsor Selection Certificates**
7220	**HAF - Judges - Fees & Expenses**
7411	**HAF** Purchase Awards
6210	Merchandise Purchased for Resale
6320	Expendable Equipment/Tools/Signs
6330	Food and Beverage
6334	Beverages Purchased for Resale
6340	Materials and supplies
6350	Office supplies
6410	Printing
6421	Newsletter Guild
6710	Internet
6720	Postage & Shipping
7005	Advertising & Promotion
7010	Meetings
7040	Miscellaneous Expenses
7260	Gift Certificates/Bonds/Sponsor Gifts
7320	Lecturers / Honorarium & Expenses
7330	Performers - Fees & Expenses
7350	Equipment Rental

In addition to the Expense Codes above, some areas of the Guild have designated **Project Codes**. Please use the following:

Festival of Trees	**518**
Childrens Golf Clssc	**501**
Artful Interludes	**509**
HAF odd years	**517**
HAF even years	**510**

CHECK REQUISITION

Payable to: **Date:**

Payee's Name:

Payee's Address:

Payee's Phone:

Mailing Instructions:

To Payee _____

or Return check to: _____

(Enter Adress)

Expense Code (left)	Project Code	Quantity & Description (include invoice # if any)	Amount

Total 0

Copies to:

Signatures:

__ Guild President _____ _____ Date:

__ Guild Treasurer _____ _____ Date:

__ VP _____ _____ Date:

__ Chairperson _____ _____ Date:

__ MOAS Representative _____ Date:

Requested by: (Your name & position)

REV July 2011

Note: All check requisitions must be accompanied by paid invoice or paid receipt