Submit

PHOENIX UNION HIGH SCHOOL DISTRICT

DATE:

STUDENT ACTIVITIES REQUISITION

MUNIS #:_____

							ACCOUNT / CLUB NAME	SCHOOL NAME
					0			
FUND	PROG	FUNCTION	OBJECT	UNIT	SUB	DEPT.		

DATE OF EVENT / REQUIRED BY DATE

REQUEST FOR SPONSOR CHEC ☐ PAYABLE TO:

STATE PAYEE - PURPOSE - EVENT - DATE - ETC. ISSUED IN ACCORDANCE WITH STUDENT ACTIVITY PROCEDURES

WAREHOUSE, VENDOR ITEM, OR CATALOG #	QUAN–TITY	UNIT	GIVE COMPLETE DESCRIPTION - ITEM- BRAND - SIZE - COLOR PRICE - DATE OF EVENT - SUGGESTED SOURCE	UNIT COST	TOTAL COST

VENDOR: **ATTN:**

ADDRESS:

PHONE# FAX # EMAIL:

DOCUMENTS TO BE DELIVERED TO BOOKSTORE / TO BE SCANNED

- ☐ REGISTRATION FORM
- ☐ ORDER FORM
- ☐ CONTRACT / RENTAL AGREEMENT
- ☐ W-9 / SS CARD & ID
- ☐ HOTEL CONFIRMATION W/CARD AUTH.
- ☐ CONSULTANT JUSTIFICATION FORM
- ☐ INVOICE FOR TRANSFERS
- ☐ SIGNED MINUTES
- ☐ MEETING SIGN-IN SHEET
- ☐ PAYROLL FORM
- ☐ QUOTE
- ☐ TRAVEL REQ.