

**PHOENIX UNION HIGH SCHOOL DISTRICT**

**STUDENT ACTIVITIES REQUISITION**

DATE: \_\_\_\_\_

MUNIS #: \_\_\_\_\_

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

DATE OF EVENT / REQUIRED BY DATE \_\_\_\_\_

REQUEST FOR SPONSOR  
CHECK

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

CONSULTANT JUSTIFICATION FORM

QUOTE

ORDER FORM

INVOICE FOR TRANSFERS

TRAVEL REQ.

CONTRACT / RENTAL AGREEMENT

SIGNED MINUTES

W-9 / SS CARD & ID

MEETING SIGN-IN SHEET

HOTEL CONFIRMATION W/CARD AUTH.

PAYROLL FORM