

# PHOENIX UNION HIGH SCHOOL DISTRICT

## STUDENT ACTIVITIES REQUISITION

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

								ACCOUNT / CLUB NAME	SCHOOL NAME
0	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<br>ORDER FORM<br>CONTRACT / RENTAL AGREEMENT<br>W-9 / SS CARD & ID<br>HOTEL CONFIRMATION W/CARD AUTH. | CONSULTANT JUSTIFICATION FORM<br>INVOICE FOR TRANSFERS<br>SIGNED MINUTES<br>MEETING SIGN-IN SHEET<br>PAYROLL FORM | QUOTE<br>TRAVEL REQ. |
|---|---|----------------------|