

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                  |             |