

PHOENIX UNION HIGH SCHOOL DISTRICT
STUDENT ACTIVITIES REQUISITION

DATE: _____

REQ #: _____

ACCOUNT/CLUB NAME	SCHOOL NAME
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FUND	PROGRAM	FUNCTION	OBJECT	UNIT	SUBUNIT	RESPONSIBILITY	PROJECT

DATE OF EVENT / REQUIRED BY DATE	
REQUEST FOR SPONSOR CHECK	PAYABLE TO:

STATE PAYEE – PURPOSE – EVENT – DATE – ETC. ISSUED IN ACCORDANCE WITH STUDENT ACTIVITY PROCEDURE

WAREHOUSE, VENDOR ITEM, OR CATALOG #	QUANTITY	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 REQUISITION
CONTRACT / RENTAL AGREEMENT	SIGNED MINUTES	
W-9 / SS CARD & ID	MEETING SIGN-IN SHEET	
HOTEL CONFIRMATION W/ CARD AUTH	PAYROLL FORM	