

PHOENIX UNION HIGH SCHOOL DISTRICT

STUDENT ACTIVITIES REQUISITION

MUNIS #: _____

DATE: _____

					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 #	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 REQ. |
| CONTRACT / RENTAL AGREEMENT | SIGNED MINUTES | |
| W-9 / SS CARD & ID | MEETING SIGN-IN SHEET | |
| HOTEL CONFIRMATION W/CARD AUTH. | PAYROLL FORM | |