PHOENIX UNION HIGH SCHOOL DISTRICT

STUDENT ACTIVITIES REQUISITION

DATE:_____ REQ #:_____

ACCOUNT/CLUB NAME	SCHOOL NAME

					0		
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
- ☐ ORDER FORM
- ☐ CONTRACT / RENTAL AGREEMENT
- ☐ W-9 / SS CARD & ID
- ☐ HOTEL CONFIRMATION W/ CARD AUTH
- ☐ CONSULTANT JUSTIFICATION FORM
- ☐ INVOICE FOR TRANSFERS
- ☐ SIGNED MINUTES
- ☐ MEETING SIGN-IN SHEET
- ☐ PAYROLL FORM
- ☐ QUOTE
- ☐ TRAVEL REQUISITION