REQUISITION REQUEST

Pleasant Hill High School Student Body Funds

This is a requisition request and does NOT authorize a purchase. Orders or commitments made prior to receiving a signed and completed Purchase Order will not be honored and you may be responsible for any charges incurred. Please allow at least five days for processing.

Vendor Name & Address
(one vendor per Requisition, attach W-9 if new)

Date: _____
Requested By: _____
Date Needed: _____
☐ DO will order
☐ Requester will order

Qty	Description	Unit Price	Item Total

Fund	Function	Object	Location	Area	Sub Area
270			648		

Sub-Total	
Shipping	
Total	

	Please select account
	AT Baseball - 070
	AT Basketball - Boys - 050
	AT Basketball - Girls - 055
	AT Cheer - 080
	AT Cross Country - 045
	AT Football - 010
	AT Soccer - Boys - 020
	AT Soccer - Girls - 025
	AT Softball - 075
	AT Track -040
	AT Volleyball - 030
	AT Wrestling - 060
	CB FFA - 614
	CB Mr. Billie - 618
	CC HS Student Body - 651
	CC MS Student Body - 656
	SC Athletics - 662
	SC Band - 663
	SC Jazz Festival - 670
	SC MS Activity - 686
	SC Middle School Sports - 699
	SC Vocal - 683

Student Body Delegate

Advisor/Teacher/Coach

Principal/Director

IV Requisition No.

Business Manager or Superintendent

Date

Date: Your Name
Requested By: 08/01/24
Date Needed: 08/20/24
☑ DO will order
☐ Requester will order

Check one box to determine who will place

Leave these boxes blank.

Fund	Function	Object	Location	Area	Sub Area
270			648		

Sub-Total	$24.00
Shipping	$5.99
Total	$29.99

Include shipping costs here.

Choose the appropriate account.

Please select account	
	AT Baseball - 070
	AT Basketball - Boys - 050
	AT Basketball - Girls - 055
	AT Cheer - 080
	AT Cross Country - 045
	AT Football - 010
	AT Soccer - Boys - 020
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Obtain required signatures, as needed.

Student Body Delegate

Advisor/Teacher/Coach

If your account is not listed, write it in here.