

Watonga Public Schools
Activity Fund Requisition Form
FY 2018

ALL PURCHASES MUST BE APPROVED IN ADVANCE, NO PURCHASES ARE TO BE MADE WITHOUT A PURCHASE ORDER NUMBER ASSIGNED BY THE BUSINESS OFFICE AND GIVEN BACK TO THE SPONSOR

ACTIVITY SPONSOR _____

ACTIVITY ACCOUNT _____

DATE OF REQUEST _____

VENDOR _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Quantity	Page No.	Catalog No.	Description	Unit Cost	Total Cost

Approval:

Sponsor _____ Date _____

Principal _____ Date _____

Superintendent _____ Date _____