Watonga Public Schools
Activity Fund Requisition Form
FY 2019

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_____