

**IRONWOOD RIDGE HIGH SCHOOL**  
**STUDENT ACTIVITIES REQUISITION**

\_\_\_\_\_  
Account #

CLUB NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CLUB OFFICER: \_\_\_\_\_ DATE AUTHORIZED IN  
(Signature) CLUB MINUTES: \_\_\_\_\_

SPONSOR: \_\_\_\_\_ ADMINISTRATOR: \_\_\_\_\_  
(Signature) (Signature)

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**REQUEST FOR: PURCHASE ORDER or CHECK (circle one)**

AMOUNT: \_\_\_\_\_  
Allow enough for tax, and shipping and handling

TO PERSON/VENDOR: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

VENDOR CONTRACT INFO: PHONE OR WEBSITE NAME: \_\_\_\_\_

ROUTING INSTRUCTIONS: MAIL FAX(# \_\_\_\_\_) INBOX PICKUP  
(circle one)

DESCRIPTION OF ITEMS OR SERVICES TO BE PURCHASED:

QUANTITY	DESCRIPTION	APPROXIMATE COST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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MANAGER APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

PURCHASE ORDER NO. ISSUED: \_\_\_\_\_ DATE: \_\_\_\_\_

CHECK#: \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

White – Bookstore

Yellow – Club

Pink – Assistant Principal

Revised 05/2013