

**IRONWOOD RIDGE HIGH SCHOOL**

**STUDENT ACTIVITIES REQUISITION**

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

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

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

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

REQUEST FOR: PURCHASE ORDER or CHECK  
(Circle One)

AMOUNT: \_\_\_\_\_  
Allow enough for Tax, Shipping and Handling

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

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

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

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

ROUTING INSTRUCTIONS: Mail FAX (# \_\_\_\_\_) Inbox Pick up  
(Circle One)

**DESCRIPTION OF ITEMS OR SERVICES TO BE PURCHASED:**

Quantity	Item	Approximate Cost

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

PURCHASE ORDER NUMBER ISSUED: \_\_\_\_\_ DATE: \_\_\_\_\_

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