

REQUISITION
ASSOCIATED STUDENT BODY

RIVER CITY HIGH SCHOOL
 1 RAIDER LANE
 WEST SACRAMENTO, CA 95691

TO _____ **DATE** _____

Quantity	Description	Price per unit	Total Price
			Tax
			S/H
			Total

Comments

Approved by:

Student Organization **Account #**

Student Council **Date**

Faculty Representative **Date**

Assistant Principal **Date**

- If a club wishes to use funds currently in their account, they need to complete a requisition form and include the following.
- All approving signatures – Class Advisor, Student Council Representative (at the ASB meeting) and Assistant Principal must be obtained before issuing a reimbursement.
 - All forms must be filled out completely, and be detailed.
 - If the requisition is for entry fees, a copy of the entry form must be completed and attached.
 - If the check is to be mailed with an order form, you must attach a copy of the order form along with the original form to be mailed with the check.

Purchase Orders – Payment will not be made until the packing slip and invoice are received. Packing slips must be signed and dated after items are received and verified by the advisor for accuracy and turned in to the ASB Accountant.