MENAHGA PUBLIC SCHOOLS

STUDENT ACTIVITY ACCOUNT
REQUISITION & REIMBURSEMENT REQUEST

Date: _____

Activity/Group Name: _____

Supplier Name (Pay To): _____

For Requisitions:

Scan and attach completed form to the "Notes" in the requisition.
Also attach invoices, quotes, or other ordering information you may have for this request.

For Reimbursements:

Scan and attach completed form to the item row in the reimbursement along with the itemized receipts that show what was purchased. Sales tax is not reimbursed.

Student Activity account codes pop up when you type in 21 in the account code field.
Contact Kyle if the account you need does not show for you.

Description	Cost
Shipping:	
TOTAL Cost:	

Student Signature: _____

Advisor Signature: _____

Admin Approval Is Completed in SMARTeR