

Ridgway Area School District

ATHLETIC FUND REQUISITION

What is the Purpose of the Form?

The purpose of this form is to request the ordering of athletic and extra curricular equipment to be paid for by the Athletic Fund.

Who Should File the Form?

Principals, Athletic Directors or Coaches may request purchases from the Athletic Account.

When Should the Form be Filed?

The form must be filed with the Athletic Director prior to the purchase of any items or services. No items may be purchased without the appropriate approvals.

Special Notes:

The state bidding requirements must be followed for all items over \$4000.

Revised: Sept. 2007



RIDGWAY AREA SCHOOL DISTRICT
RIDGWAY, PA.

RASD ATHLETIC FUND REQUISITION *RASD*

COMPLETE AND SUBMIT TO THE ATHLETIC DIRECTOR

NAME OF COMPANY

PERSON REQUESTING ITEM

STREET ADDRESS

DATE

CITY, STATE & ZIP CODE

QUANTITY	DESCRIPTION	CATALOG #	UNIT PRICE	PRICE

___ Approved ___ Not Approved _____ Principal _____ Date

___ Approved ___ Not Approved _____ Finance Manager _____ Date

___ Approved ___ Not Approved _____ Superintendent _____ Date

ONE COPY TO ATHLETIC DIRECTOR AND ONE TO PERSON MAKING REQUEST.

REVISED: Sept. 2007