

SOUTH MOUNTAIN COMMUNITY COLLEGE
OFFICE OF STUDENT LIFE & LEADERSHIP
REQUISITION FORM

For Office Use Only
Date submitted _____
Date completed _____
Prepared by _____
Requisition # _____
PO# _____

Account Number: _____

Vendor Information

Description of Activity/Event: _____
 Name of Vendor: _____
 Address: _____
 Contact Person: _____
 Phone Number: _____
 Date Needed: _____

Requisition Information

Category Code	Description	Quantity	Unit Price	Extension

Special Notes:

1. A vendor form must be on file with the MCCCCD Purchasing Department before a requisition can be processed.
- 2.
- 3.

Tax	
Shipping	
Total	

Approval Signatures

Advisor or Staff _____ Date _____

Office of Student Leadership Staff (if applicable) _____ Date _____

Original Copy - Office of Student Leadership

Yellow Copy – Student Organization or Department

Maricopa County Community College District (MCCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college.
 The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit the following weblink: <https://district.maricopa.edu/consumer-information/non-discrimination-statements>.

