

Dawson Independent School District

199 N. School Ave. | Dawson, Texas 76639 | 254.578.1031 | 254.578.1721 (FAX) | www.dawsonisd.net



Student Activity Check Requisition

District Information	
Requested by	
Date	
Department	

Check Information	
Payable to	
Address	
Phone	
Fax #	
Tax ID	

Please fill out this form completely, sign it, and get it approved by the Principal/Superintendent before submitting it to Business Office.

Items to be Purchased			
Item Description	Qty.	Unit Cost	Total
Subtotal			
Shipping			
Total Cost of Items and Final Amount on Check			

Information and Signature			
Requested on		Date Needed	
Sponsor Signature		Student Signature	

.....
Office Use Only

District Approval			
Campus Principal		Date	
Superintendent		Date	

Business Office Information	
Date Item(s) Received	
Pick up or Mail	PICK UP / MAIL

Home of the Bulldogs