Requisition Checklist

*Grant funds may have additional requirements. Contact your grant coordinator for assistance if using grant money.

Have you completed or included?		√
Sponsor/Student Travel Requisition Checklist		
Travel Acknowledgement Form Date	e of event e of event ition of event	✓
Employee Travel Requisition Checklist		
	e of event tion of event	✓
Registration Requisition Checklist		
Name of employee(s)Date of event/Name of event/conferenceCost of event/Location of event/conferenceRemit address	conference	✓
Entry Fee (Athletics) Requisition Checklist		
Location of event Studen	f event ee amount at roster address	✓
Hotels/Lodging Requisition Checklist		
 Name of hotel Confirmation number Dates of stay (Arrival and Departure Date) Student roster Room amount per nig Tax amount (minus of Remit address) 	_	✓
All attachments MUST be in a PDF format.		