



RSO Name:	Event Name:	Date(s) of Event:
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Name (first & last, please print)	Relationship to WSU
1.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
2.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
3.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
4.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
5.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
6.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
7.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
8.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
9.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
10.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
11.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
12.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
13.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
14.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
15.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
16.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
17.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
18.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
19.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
20.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
21.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
22.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
23.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
24.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official
25.	☐ WSU Employee ☐ Guest ☐ WSU Student ☐ Official

Please return this form to rso.finance@wsu.edu along with your request form and any other related documents.
(RSO IRI, RSO Procurement Card Purchase Request or RSO Reimbursement & Supplier Payment Request)