



WSU Student Engagement Services

ASWSU | CCE | CFSL | CSOL | GPSA | SEB | Student Media

Purchasing Training

For Students & Staff

Meet your Student Engagement Services Fiscal Team



Chloe Campbell
Finance/Budget Manager



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Approvals & Deadlines! - *Please plan ahead!*

- **Prior approval is required!** To assure compliance with all regulations, all purchases must have the appropriate prior approval. **Any person making an unauthorized purchase must assume full responsibility for that purchase.** *(BPPM 70.01-4.1)*
- **Deadlines for form submissions:**
 - Purchase Requests: **at least 72 hours** prior to the event/purchase - longer for online orders
 - Prize Purchase Requests: **at least 7 business days** prior to the event/purchase - longer for online orders
 - Contract, Performance or Speaker Requests: **at least 4 weeks** prior to event/purchase
 - *NOTE: There is a **separate training** that covers anything travel-related, (travel requests/approval, registration fees, hotel/lodging requests, motor pool rentals, airline fees, travel expenses, etc.). Please be sure to attend!*
- **Important Purchasing Information and Policies:**
 - <https://getinvolved.wsu.edu/media/dw3dzos5/purchasing-information-2025-for-forms-site.pdf>
- **WSU Business Policies & Procedures Manual (BPPM):**
 - <https://policies.wsu.edu/prf/index/manuals/bppm-table-contents/>
- **Services & Activities (S&A) Fee Spending Guide:**
 - <https://budget.wsu.edu/documents/2019/06/sa-spending-guide.pdf/>

Forms and Information

- **Forms Website:**

- <https://getinvolved.wsu.edu/forms> *** Please add a bookmark to this website! ***

- **Forms:**

- Purchase Request
 - Contract, Performance or Speaker Request
 - Sponsorship & Revenue Request
 - Non-Travel Reimbursement Request
 - List of Attendees
 - Prize Distribution Log
 - Ticket Sales Deposit & Ticket Sales Log
 - *Plus, Various Travel Related Forms*
-

Items **REQUIRED** on ALL forms:

- **Account Number** - PG or GF #
 - *(include split information if split between two accounts – 50%/50%, other % splits, specific amounts, etc.)*
- **Requester's Signature**
- **Advisor's Signature**
- **Supplier/Vendor Name & Location**
- **Event or purchase specifics**
- **Estimated cost/amount**

*If a quote or confirmation is provided, please send it with the **Purchase Request** form.*

*All orders **MUST** be delivered to an on-campus location, not a personal address.*

***Incomplete forms** will be returned with **no** action taken by the Fiscal Team.*

Please complete ALL fields on the forms!

- **Prior approval is REQUIRED** for ALL purchases & expenditures.
 - Completed request forms **must include** advisor approval.
 - Submit your completed forms to your advisor **BEFORE the DEADLINE!**
 - Your advisor will email the approved request forms to the SES Fiscal Team at getinvolved.finance@wsu.edu.
 - **DO NOT** initiate a purchase/expense with a supplier/vendor prior to receiving both advisor **AND** SES Fiscal Team approval.
 - **PRIOR APPROVAL** needs to be provided to ensure it is an allowable purchase, per WSU policy. If you complete a purchase yourself prior to receiving all approvals, you assume full liability for the expense, and we cannot guarantee that you will be reimbursed. "To assure compliance with all regulations, all purchases must have the appropriate prior approval. **Any person making an unauthorized purchase must assume full responsibility for that purchase.**" (BPPM 70.01-4.1)
 - Purchases should **NOT** be made/completed/ordered until the SES Fiscal Team has reviewed all required documents and provided approval, per WSU policy.
- **Additional Approvals**
 - It is the responsibility of the group to obtain any additional approvals that may be required (Involve, WSU branding/logos, etc.).

Purchase Request Form Options

- There are several different ways that WSU can pay for goods and services. These are all options listed on our Purchase Request form – please be sure to select the appropriate request type.
 - **Pcard** (*Procurement Card, Purchasing Card, Visa*)
 - **PO** (*Purchase Order*)
 - **IRI** (*WSU Interdepartmental Invoice & Requisition*)
 - **Supplier Invoice Request** or **WIV** (*Washington Invoice Voucher*)
 - **WSU CougarCard** (*departmental card*)
-



DEADLINE to submit forms:

72 Hours Prior to Event
 Pcards | Purchase Orders | WSU IRIs | CougarCards

4 Weeks Prior to Event
 WA Invoice Vouchers | Contracts*
*see separate form

Request for (check one): **Select one request type! If you don't know, check with your advisor!** ▼

Card: For Pcard/CougarCard, select purchase type ▼	Who will check out the Pcard?
Cardholder's Name:	Check Out Date/Time: Return Date/Time:

Request Date:	Name of Requestor:
Supplier/Vendor:	Requestor's Email:
Address:	Requestor's Phone #:
City, State ZIP:	Committee/Group:
Contact Name:	Event/Program Name:
Email:	Program/Gift Account #:
Phone #:	\$ Split Details (if applicable):
Website:	MAX \$ / NOT TO EXCEED: \$ (including tax & fees)

Event Date:	Event Time:	Estimated Attendance:
Event Location/Building:	Event City:	
Purpose of Event or Expense:		

#	Description	Quantity	Unit	Unit Price	Amount
1					\$ 0.00
2					\$ 0.00
3					\$ 0.00
4					\$ 0.00
5					\$ 0.00
6					\$ 0.00
7					\$ 0.00
8					\$ 0.00
9					\$ 0.00
10					\$ 0.00

Check all that apply:	Attach additional pages if necessary	Subtotal	\$ 0.00
<input type="checkbox"/> Food & Beverages: <input type="checkbox"/> Request to Serve Food form, required for CFSL		Shipping	
<input type="checkbox"/> Open to the Public <input type="checkbox"/> Attendee List <input type="checkbox"/> Catering/Scheduling Confirmation (attached)		Tax (Pullman + @)	\$ 0.00
<input type="checkbox"/> Prizes: <input type="checkbox"/> Pcard Exception? <input type="checkbox"/> Prize Distribution Log <input type="checkbox"/> Sub. W-9s		Additional page s	
<input type="checkbox"/> Swag/Promos: If WSU branding/logos, attach Student Affairs Marketing's approval.		GRAND TOTAL	\$ 0.00

Comments:

Approvals	Print/Type Name	Signature	Date
Committee:			
SES Advisor:			

Please email this **completed and approved** Purchase Request form and all supporting documentation (confirmations, invoices, receipts, attendee lists, agreements, etc.) to getinvolved.finance@wsu.edu.

For further purchasing information, please visit: <https://getinvolved.wsu.edu/forms>



Form Link:
<https://getinvolved.wsu.edu/forms>

New dropdown options!

Request for (check one): **Select one request type! If you don't know, check with your advisor!** ▼

Card: For Pcard/CougarCard, select purchase type ▼

Cardholder's Name:

Request Date:

Supplier/Vendor:

Select one request type! If you don't know, check with your advisor!

- WSU Pcard (Procurement Card/Visa, complete the Pcard section below)
- WSU Purchase Order (PO)
- WSU IRI (ISD, Interdepartmental Requisition & Invoice)
- WSU Departmental CougarCard (CSOL/SEB/ASWSU use only, complete the Pcard section below)
- Supplier Invoice Request (WA Invoice Voucher - WIV)

Card: **For Pcard/CougarCard, select purchase type!** ▼

Cardholder's Name:

Request Date:

Supplier/Vendor:

Address:

City, State:

Contact:

For Pcard/CougarCard, select purchase type!

- PC or CC: In-Store, In-Person
- PC: Online - In-Person Pickup
- PC: Online - Shipping (FedEx/UPS)
- PC: Online - Delivery (NO groceries!)
- PC: Online - Mailing (USPS)
- PC: Telephone - In-Person Pickup
- PC: Telephone - Shipping (FedEx/UPS)
- PC: Telephone - Delivery (NO groceries!)
- PC: Telephone - Mailing (USPS)

Not sure where to start?

- **Check in with your advisor FIRST**, or any of the SES/CSOL advisors or staff!
- We have a list of some of our **common suppliers/vendors and methods of payments** accepted at <https://getinvolved.wsu.edu/forms>. Visit this website for a longer list of suppliers/vendors; however, if your supplier/vendor is not listed be sure to check with them directly on payment options.

Washington State University Student Engagement Services
Common Suppliers/Vendors and Methods of Payment

Supplier/Vendor Name or Type	Methods of Payment Accepted			Comments
	P-Card	Purchase Order	WSU IRI	
4imprint.com	X	X		See "Swag/Promotional Items" at https://getinvolved.wsu.edu/forms
Adam & Eve	X			
Airway Hills Golf Center	X*	X		*P-Card exception advance approval is required ** purchase request MUST be submitted at least 3 business days before event!
Allied Universal Event Services		X		Formerly Staff Pro
Amazon.com	X			Student Engagement Services has Prime!
Barnes & Noble Café (WSU CLUB)	X			
Birch & Barley	X	X		Meal per diem limits apply! No alcohol!
Black Cypress	X	X		Meal per diem limits apply! No alcohol!
Carlita's Mexican Grille (WSU CLUB)			X	Meal per diem limits apply!
Carpenter Screen Printing	X	X		See "Swag/Promotional Items" at https://getinvolved.wsu.edu/forms
Chipotle Mexican Grill	X			Meal per diem limits apply! No alcohol!
College Hill Custom Threads	X	X		See "Swag/Promotional Items" at https://getinvolved.wsu.edu/forms
Costco (online, Clarkston WA)	X	X		Get a temporary WSU Membership Card at the Service Desk before shopping!
CougPrints Plus (WSU CLUB)			X	
Crimson & Gray Bookstore	X	X		
CustomInk.com	X	X		See "Swag/Promotional Items" at https://getinvolved.wsu.edu/forms
Dollar Tree	X			

Form Link:

<https://getinvolved.wsu.edu/forms>

Pcard Requests

- **Procurement cards (Pcards) are available for online and in-person purchases.**
 - On the *Purchase Request* form, include the name of individual checking out a Pcard along with checkout and return dates & times.
 - **Pcard checkout and return times are Monday through Friday, 8:00 a.m. to 3:30 p.m.;** advisors can approve overnight/weekend requests. Please stick to the agreed-upon time for Pcard checkout and return to ensure they are available for the next person checking out the Pcard.
 - **Only** WSU Student Engagement Services approved employees (permanent staff, student employees, stipend recipients) may check out a Pcard. A Pcard Delegation form is **required** to be approved and on file with the Fiscal Team before use.
 - Submit your completed *Purchase Request* forms along with any other supporting documentation to your advisor **at least 72 hours prior to your event or purchase date** (allow more time for online orders)!
 - Your advisor will email the approved request forms and any supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.
 - When ordering online, ensure that the Pcard number **IS NOT SAVED** in a personal account; our SES Fiscal Team assists with online orders using (or setting up) business accounts. Keep the Pcard secure until you return it to the SES Fiscal Team (or advisors). Report lost or stolen cards **IMMEDIATELY** to the Cardholder.
 - Scan and email any receipts, invoices, attendee lists, etc. to getinvolved.finance@wsu.edu **immediately** after the event.

Pcard Requests *(cont'd)*

- **Pcard Restricted Purchases**

- *Pcards CANNOT be used at the following merchants:*
 - Carlita's (CUB)
 - Freshens (CUB or Chinook)
 - Little Caesars (CUB)
 - Starbucks (Spark)
 - WinCo
 - WSU Athletics
 - WSU CougarPrints Plus
 - WSU Creamery/Ferdinand's
 - WSU (Any Other) Departments
 - WSU Transportation Services
- *You are not allowed to purchase WSU products (excluding items with WSU logo) from any outside vendors (for example, Cougar Gold Cheese should be purchased directly from WSU Ferdinand's, not Rosauers).*
- *Some purchases are restricted/prohibited for Pcard transactions, and a restricted purchase exception request is needed prior to the purchase. Please **allow additional time** for the SES Fiscal Team to request approval. The primary restricted Pcard purchases include (but are not limited to) alcohol, entertainment, equipment/furnishings, fuel, internal WSU department purchases, personal purchases, speaker fees, travel, and weapons.*

PO Requests

- **Purchase Orders (POs) are used for transactions with suppliers/vendors outside of WSU** (i.e., Rosauers, Safeway). The supplier/vendor will submit an invoice to WSU (usually) after the purchase is made or service is provided.
 - *Submit your completed **Purchase Request** forms along with any other supporting documentation to your advisor at least **72 hours prior to your event or purchase date!***
 - *Your advisor will email the approved request forms and any supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.*
 - *Once the SES Fiscal Team sends the **official** PO to you, please provide it to the supplier/vendor.*
 - *Scan and email any receipts, invoices, attendee lists, etc. to getinvolved.finance@wsu.edu **immediately** after the event.*

IRI Requests

- **WSU Interdepartmental Requisition & Invoices** (IRIs) are used for internal **WSU department** transactions (*i.e., Beasley, Ferdinand's, University Catering*).
 - Submit your completed **Purchase Request** forms along with any other supporting documentation to your advisor **at least 72 hours prior to your event or purchase date!**
 - Your advisor will email the approved request forms and any other supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.
 - Some departments require IRIs **IN ADVANCE** of the purchase/expense (*Carlitas, Ferdinand's, Little Caesars, etc.*) and some don't require it until **AFTER** the event and they provide the final invoice (*WSU Catering, Beasley, Scheduling, etc.*). Once the SES Fiscal Team sends the **official** IRI to you, please provide it to the supplier/vendor.
 - Scan and email any receipts, invoices, attendee lists, revised IRIs, etc. to getinvolved.finance@wsu.edu **immediately** after the event.

Supplier Invoice Requests (and Washington Invoice Vouchers)

- The **Supplier Invoice Request form** is used to make payments to an outside supplier/vendor, contractors, speaker fees, etc. when an invoice is provided by a supplier/vendor. The **State of Washington Invoice Voucher (WIV)** is used when a supplier/vendor is unable to provide an invoice to WSU.
 - *Submit your completed **Purchase Request** forms along with any other supporting documentation to your advisor **at least 72 hours prior to your event or purchase date!** Additional processing time may be needed if the supplier/vendor is not already set up in Workday.*
 - *Your advisor will email the approved request forms and any supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.*
 - *The SES Fiscal Team will send the official WIV form to the appropriate person/supplier/vendor.*
 - *Scan and email any receipts, invoices, attendee lists, revised IRIs, etc. to getinvolved.finance@wsu.edu **immediately** after the event.*

WSU CougarCard Requests

- **The Student Engagement Services Office has departmental CougarCards for use for quick, low-cost purchases for CUB food & beverage retailers. These are available for use by ASWSU, CSOL, SEB & SES only.**
 - *On the **Purchase Request** form, include the name of individual checking out a CougarCard along with checkout and return dates & times. **CougarCard checkout and return times are Monday through Friday, 8:00 a.m. to 3:30 p.m.**; advisors can approve overnight/weekend requests. Please stick to the agreed-upon time for CougarCard checkout and return to ensure they are available for the next person checking out the CougarCard.*
 - ***Only** WSU Student Engagement Services approved employees (permanent staff, student employees, stipend recipients) may check out a departmental CougarCard!*
 - *Submit your **completed Purchase Request forms along with any other supporting documentation** to your advisor **at least 72 hours prior to your event or purchase date!***
 - *Your advisor will email the approved request forms and any supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.*
 - *Keep the CougarCard secure until you return it to the SES Fiscal Team (or advisors). Report lost or stolen cards **IMMEDIATELY** to the Fiscal Team.*
 - *Scan and email any receipts, invoices, attendee lists, etc. to getinvolved.finance@wsu.edu **immediately** after the event. The SES Fiscal Team will submit an IRI to the CougarCard Center after the event to replenish the funds used on the CougarCard.*

Contract, Performance or Speaker Requests

- **The Contract, Performance or Speaker Request form is used whenever a contract or agreement is needed.**
 - *Submit your completed **Contract, Performance or Speaker Request** forms along with any other supporting documentation to your advisor **at least 4 weeks prior to your event date!***
 - *** *During the Strategic Pause, please keep in mind contracts for \$10,000+ require advance written approval by the Student Affairs Vice Provost, so please allow for additional processing time.****
 - *Your advisor will email the approved request form and any other supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.*
- **Additional items needed for Contract, Performance or Speaker Requests**
 - *Contract/agreement form from the supplier/vendor/person*
 - **DO NOT SIGN ANY** contracts/agreements on behalf of WSU!
 - **Contracts/Agreements with WSU Departments:** WSU SES Advisors can sign (but not SES GA's).
 - **Contracts/Agreements with NON-WSU Suppliers/Vendors:** **Only** Brian Shuffield can sign for SES groups.
 - *IRS W-9 tax form for the supplier/vendor/person **is required** if not already set-up in Workday.*
 - ***Invoice**, if available. If the supplier/vendor does not provide an invoice, a **Washington Invoice Voucher** can be used. Submit your completed **Purchase Request** form to your advisor **at least 72 hours prior to your event date**. Your advisor will submit the request form to the SES Fiscal Team at getinvolved.finance@wsu.edu. The SES Fiscal Team will send the official WIV form to the appropriate person/supplier/vendor.*
 - **NOTE: The address on W-9 and Invoice must match!!!**



**Contract,
 Performance
 or Speaker
 Request**

****Form must be complete & submitted FOUR (4) WEEKS prior to event!****

Be as specific as possible on these details! Items not specifically listed/mentioned will **NOT** be provided as part of the compensation.

Performer/Speaker Name: _____ Event Date(s): _____

Performance Times (start & end): _____ Location (Building/Room): _____

Request Date: _____	Requested By: _____
Supplier/Vendor: _____	Email: _____
Address: _____	Phone: _____
City, State ZIP: _____	Committee/Group: _____
Email: _____	Event/Program Name: _____
Phone: _____	Program/Gift Account #: _____
Website: _____	\$ Split Details (if applicable): _____

Brief Description of Service (band, comedian, keynote speaker, etc.): _____

Payment Information:

Payment: \$ _____ PAYMENT IS **INCLUSIVE** OF ALL RELATED EXPENSES (meals, lodging, supplies, transportation). Performer is expected to make all arrangements and pay for **all** expenses.

Check payable to: _____

Address, City, State & Zip: _____

Special Arrangements: Please indicate below what additional items your group will pay for.

- | | | |
|---|---|---|
| <input type="checkbox"/> Airfare
Airport -- Spokane / to & from
Date: _____ | <input type="checkbox"/> Hotel
Hotel Name: _____
Check In Date: _____
Check Out Date: _____
Rooms: _____ # Beds: _____
Guests: _____ Bed Size: _____ | <input type="checkbox"/> Meals
<i>*meals paid at WA per diem rates</i>

Submit Purchase Request form for Purchase Order or Pcard for Performer/Student Meals

Attendee list is required . |
| <input type="checkbox"/> Other, specify _____
_____ | | |
| <input type="checkbox"/> multiple guests, room list attached | | |

Other Comments/Notes: _____

Approvals	Print/Type Name	Signature	Date
Committee Chair or Finance Chair:			
Advisor:			

*****NOTE: If the performer/speaker provides their own contract/agreement, rider, also complete the [Contract Request form](#), then attach ALL documents to this form *****

Email **ALL** documents to getinvolved.finance@wsu.edu.

Form Link:
<https://getinvolved.wsu.edu/forms>

Sponsorships & Revenue

- **Many of our WSU SES committees/groups either give OR receive sponsorships to/from other groups/suppliers.**
 - *Submit your completed **Sponsorships & Revenue Request** forms along with any other supporting documentation to your advisor when:*
 - A supplier/vendor is **giving money/funds** to a WSU department/group that is under the SES umbrella
 - A SES group is **giving/receiving money/funds** to/from another WSU department/group (including RSOs)
 - *Accounting Journal/Adjustments will be submitted by the SES Fiscal Team for:*
 - Prior purchases made by a WSU department/group.
 - To transfer the approved sponsorship funds between two WSU departments/groups (including RSOs)
*** Some fund type **restrictions** may apply.
 - *Your advisor will email the approved request forms and any supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.*
 - *The SES Fiscal Team will work with the sponsors/donors to determine the best way to*
 - *More information about payment options (checks, e-checks, ACH/EFT) can be found on the **Sponsorships & Revenue** request form.*

NOTE: WSU is not allowed to donate funds to charities or groups (but "goods" can be purchased and donated).

Sponsorships & Revenue *(cont'd)*

• Sponsorship Direct Purchase Option

- *If our office will facilitate a **direct purchase** of items/services for the sponsorship to a group/organization/RSO, please submit a completed **Purchase Request** form along with any supporting documentation to your advisor **at least 72 hours prior to the event or purchase date!***
- *Your advisor will email the approved request forms and any supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.*

NOTE: WSU is not allowed to donate funds to charities or groups (but "goods" can be purchased and donated).

Please fill out all information **completely!** Return this form to getinvolved.finance@wsu.edu.

Please use this form when a supplier/vendor is giving funds to a WSU department/group that is under the Student Engagement Services/CSOL umbrella. This form can also be used when one of our groups is giving/receiving funding to another WSU department/group. The SES Fiscal Team will submit an accounting journal/adjustment for a prior purchase made by a WSU department/group or to simply transfer the approved sponsorship funds (WSU policies need to be followed). We will work with the sponsor and donor to determine the best way to accommodate the sponsorship. If a supplier/vendor is mailing a check to WSU, please ask them to mail it to: WSU Student Engagement Services, ATTN: Fiscal Team, PO Box 647204, Pullman, WA 99164-7204, payable to Washington State University (for e-check payment, send to getinvolved.finance@wsu.edu). If a supplier/vendor would like to set-up ACH payments with WSU, ask them to complete & submit an Electronic Funds Transfer Authorization form to getinvolved.finance@wsu.edu. The form is located at <https://policies.wsu.edu/prf/documents/2024/10/30-28-efit-authorization-us.pdf> (US based) or <https://policies.wsu.edu/prf/documents/2024/10/30-28-efit-authorization-international.pdf> (international based).

NOTE: WSU is not allowed to donate funds to charities or groups (but "goods" can be purchased and donated).

Requester's Name:	Phone/ Email:	Today's Date:
Committee/Project Name:		Amount \$
Name of Event/Program:		Date(s) of Event:

Name of Department/Vendor TO RECEIVE sponsorship/revenue \$	
Contact Name	
Contact Email	
Contact Phone	
WSU Program/Gift Account # <i>(if applicable)</i>	

Name of Department/Vendor TO PAY for sponsorship/revenue \$	
Contact Name	
Contact Email	
Contact Phone	
WSU Program/Gift Account # <i>(if applicable)</i>	

NOTE: Please attach an email confirmation or any supporting documents regarding the sponsorship award.

Additional Notes: _____

Approvals	Print/Type Name	Signature	Date
Committee Chair or Finance Chair:			
Advisor:			

Form Link:

<https://getinvolved.wsu.edu/forms>

WSU

Form Instructions:

Please use this form when a supplier/vendor is giving funds to a WSU department/group that is under the Student Engagement Services/CSOL umbrella. This form can also be used when one of our groups is giving/receiving funding to another WSU department/group. The SES Fiscal Team will submit an accounting journal/adjustment for a prior purchase made by a WSU department/group or to simply transfer the approved sponsorship funds (WSU policies need to be followed). We will work with the sponsor and donor to determine the best way to accommodate the sponsorship. If a supplier/vendor is mailing a check to WSU, please ask them to mail it to: WSU Student Engagement Services, ATTN: Fiscal Team, PO Box 647204, Pullman, WA 99164-7204, payable to Washington State University (for e-check payment, send to getinvolved.finance@wsu.edu). If a supplier/vendor would like to set-up ACH payments with WSU, ask them to complete & submit an Electronic Funds Transfer Authorization form to getinvolved.finance@wsu.edu. The form is located at <https://policies.wsu.edu/prf/documents/2024/10/30-28-efit-authorization-us.pdf> (US based) or <https://policies.wsu.edu/prf/documents/2024/10/30-28-efit-authorization-international.pdf> (international based). **Please allow at least 3 weeks for processing time.** RSOs, please contact cougarcad@wsu.edu for your account status.

Food & Beverages: Per Diems & Attendees

- **Cost Limits**

- *The cost per meal served **may not exceed** the applicable meal limits for the **location** (these rates include tax and gratuity/tip and any other food/beverage-related fees).*
- *Pullman/Moscow **meal per diem rates** are currently:*
 - Breakfast - \$17.00
 - Lunch - \$20.00
 - Dinner - \$31.00
 - Other locations have different rates; consult your SES Fiscal Team or Advisor. Rates change annually on October 1st.

- **Attendees**

- *Please indicate on the **Purchase Request** form if the event is "**Open to Public**" (when the number of participants is large or when the names of participants are unknown) or if you will provide an "**Attendees List**" (a list of participants, indicating each participant's relationship to the University, e.g., employee, official, guest). **Be sure to make this indication on the form!***
- *Please use the **List of Attendees** located at getinvolved.wsu.edu/forms and include the event name and date and the guest's relationship to WSU. If you use a format other than the **List of Attendees** form, please be sure to include event name and date, along with each guest's relationship to WSU. The **List of Attendees** should be submitted to the SES Fiscal Team at getinvolved.finance@wsu.edu **immediately** (no more than two business days) after the event.*

Food & Beverages: Per Diems & Attendees

- **Funding**

- *If the account used is **NOT** a S&A fund, a request to serve food form **is required** (required for all CFSL accounts).*

- **Receipts/Invoice**

- *When purchasing food/beverages at a restaurant or similar supplier/vendor, we need the **itemized** receipt or invoice with the added gratuity/tip amount (printed/written & initialed on either the original itemized receipt or if a Pcard payment, then we need the original itemized receipt PLUS the credit card receipt that shows the total amount charged). Email all receipts/invoices to getinvolved.finance@wsu **immediately** (no more than two business days) after the event.*

- **CUB Events**

- *If your event will be held in a reserved space within the Compton Union Building (CUB), please view the food policy at <https://cub.wsu.edu/about-the-cub/facility-policies/>.*

- **Beverages**

- *For **ON-CAMPUS EVENTS**, **ONLY** Coca-Cola branded beverages may be purchased for or served/given away (exceptions may be allowed when it is included as part of a contract for a performer, etc.). For the **Coca-Cola** brand list, go to <https://www.coca-colacompany.com/brands>. The **only** allowable energy drink brands are: Full Throttle, Monster, NOS, Reign, and Bang. NOTE: This policy does not apply to beverages purchased for or served/given away at **off-campus events**. **Alcohol is prohibited.***



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

Form Link:
<https://getinvolved.wsu.edu/forms>

Please return this form to getinvolved.finance@wsu.edu immediately after the event.

Confirmations

- If you receive any type of **confirmation** for orders, catering, etc., send it/them immediately to getinvolved.finance@wsu.edu. Students **are not** allowed to sign **any** agreements or contracts.

Order Arrival: Packing Slips/Lists

- **Notification of Order Arrival**
 - *If your order was delivered to WSU, the SES Fiscal Team will notify you when it arrives and where you can pick up your order.*
 - *We will attach a **packing slip/list** to your order (or a copy of the order).*
 - *Please sign and date the **packing slip/list**. Add notes if something is missing or damaged.*
 - *Give the signed and dated **packing slip/list** it to the SES Fiscal Team member, as this confirms you received everything ordered or send it to getinvolved.finance@wsu.edu.*
-

Receipts, Invoices & Gratuity

- Itemized **receipts** or **invoices** (*showing clearly/exactly what was purchased*) are needed for **ALL** purchases/expenses.
- **Invoices** need to include “WSU” or “Washington State University” and include a remit to address that matches their IRS W-9 form on file.
- When purchasing food/beverages at a restaurant or similar supplier/vendor, we need the **itemized** receipt or invoice with the added gratuity/tip amount.
 - *The gratuity/tip amount can be printed/written & initialed on the original **itemized receipt**.*
 - *If a **Pcard payment**, we need the original **itemized receipt PLUS** the credit card receipt that shows the total amount charged with your signature).*
- Email all **receipts** and **invoices** to getinvolved.finance@wsu.edu **immediately** (no more than two business days) after the event.

Prizes

• Limits & Documentation

- Please check with your advisor as prize limits apply!
 - \$250 maximum amount per prize, \$500 maximum amount per event, maximum number of prizes is 5 per event. *Exceptions may be requested and must have written approval from Brian Shuffield or Matt Shaw.*
 - Winner documentation is required!
 - Gift Cards are no longer an option for purchase.
 - See the table on the next page to determine what documentation is needed.
- Submit your *completed **Purchase Request** forms along with any other supporting documents to your advisor **at least 72 hours prior to the event or purchase date*** (allow more time for online orders)!
- Your advisor will email the approved request forms and any supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.
- Scan and email all required documents (Prize Distribution Log, Substitute W-9s) to getinvolved.finance@wsu.edu **immediately** after the event.

Documentation & Limits for Prizes, etc.

- **Limits**

- *Exceptions may be requested and must have written approval from Brian Shuffield or Matt Shaw.*
- *Not all requests to exceed these limits are allowable.*

Item	Under \$50	\$50-\$250	Over \$250
Prizes	List of recipients	Prize Log	Prize Log & Substitute W9 for all recipients
Awards	List of recipients	List of recipients Not allowed over \$200	Not allowed
Swag/Tabling	Nothing needed	Not allowed	Not allowed
Recognition/ Promo Items	List group and purpose	List group and purpose	List group and purpose
Door Prizes	List of recipients	List of recipients, see note below	List of recipients, see note below
Uniforms	Nothing needed		

Distribution Log for Payments of Gift Cards, Prizes, Cash, other Cash Equivalents, and Tangible Property

For Student Engagement Services | ASWSU, CCE, CFSL, CSOL, GPSA, and SEB sponsored student programming events

Complete a separate recipient log for EACH purchase/transaction. See BPPM 70.44 for instructions.

WASHINGTON STATE UNIVERSITY
PURCHASING SERVICES
PULLMAN, WA 99164-1020
509-335-3541

WSU

DEPARTMENT NAME	GIFT CARD OR PRIZE CUSTODIAN	CUSTODIAN TELEPHONE	CUSTODIAN E-MAIL ADDRESS	PROGRAM/GIFT ACCOUNT #
NAME OF GROUP	EVENT NAME	EVENT DATE(S)	VENDOR NAME	PURCHASE DATE

GIFT CARDS	NUMBER OF GIFT CARDS/ FACE VALUE	TOTAL VALUE OF CARDS	OR	PRIZES	NUMBER OF PRIZES/TANGIBLE PROPERTY	TOTAL VALUE OF PRIZES
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SEE NEXT PAGE FOR FURTHER DETAILS & REQUIRED INFORMATION! Non-Resident Aliens (including students) CANNOT receive a gift card or gift certificate, WSU will pay this by check following the event.

#1 Gift Card Number/Prize Description	Total Value*	Recipient Name (please print clearly)	Recipient Signature	WSU ID No.	Recipient Phone #	Issued By Name (print)	Initials	Date Issued
WSU Relationship: <input type="checkbox"/> Student Employee <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Grad Assistant <input type="checkbox"/> Stipend Recipient <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Other: _____ See next page for more details! Have you received a total of \$600 or more in gifts, awards, giveaways, or prizes from WSU in this calendar year, including gift cards, gift certificates & the value of personal property/prizes? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sub. W-9 completed								
#2 Gift Card Number/Prize Description	Total Value*	Recipient Name (please print clearly)	Recipient Signature	WSU ID No.	Recipient Phone #	Issued By Name (print)	Initials	Date Issued
WSU Relationship: <input type="checkbox"/> Student Employee <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Grad Assistant <input type="checkbox"/> Stipend Recipient <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Other: _____ See next page for more details! Have you received a total of \$600 or more in gifts, awards, giveaways, or prizes from WSU in this calendar year, including gift cards, gift certificates & the value of personal property/prizes? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sub. W-9 completed								
#3 Gift Card Number/Prize Description	Total Value*	Recipient Name (please print clearly)	Recipient Signature	WSU ID No.	Recipient Phone #	Issued By Name (print)	Initials	Date Issued
WSU Relationship: <input type="checkbox"/> Student Employee <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Grad Assistant <input type="checkbox"/> Stipend Recipient <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Other: _____ See next page for more details! Have you received a total of \$600 or more in gifts, awards, giveaways, or prizes from WSU in this calendar year, including gift cards, gift certificates & the value of personal property/prizes? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sub. W-9 completed								
#4 Gift Card Number/Prize Description	Total Value*	Recipient Name (please print clearly)	Recipient Signature	WSU ID No.	Recipient Phone #	Issued By Name (print)	Initials	Date Issued
WSU Relationship: <input type="checkbox"/> Student Employee <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Grad Assistant <input type="checkbox"/> Stipend Recipient <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Other: _____ See next page for more details! Have you received a total of \$600 or more in gifts, awards, giveaways, or prizes from WSU in this calendar year, including gift cards, gift certificates & the value of personal property/prizes? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sub. W-9 completed								
#5 Gift Card Number/Prize Description	Total Value*	Recipient Name (please print clearly)	Recipient Signature	WSU ID No.	Recipient Phone #	Issued By Name (print)	Initials	Date Issued
WSU Relationship: <input type="checkbox"/> Student Employee <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Grad Assistant <input type="checkbox"/> Stipend Recipient <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Other: _____ See next page for more details! Have you received a total of \$600 or more in gifts, awards, giveaways, or prizes from WSU in this calendar year, including gift cards, gift certificates & the value of personal property/prizes? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sub. W-9 completed								
#6 Gift Card Number/Prize Description	Total Value*	Recipient Name (please print clearly)	Recipient Signature	WSU ID No.	Recipient Phone #	Issued By Name (print)	Initials	Date Issued
WSU Relationship: <input type="checkbox"/> Student Employee <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Grad Assistant <input type="checkbox"/> Stipend Recipient <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Other: _____ See next page for more details! Have you received a total of \$600 or more in gifts, awards, giveaways, or prizes from WSU in this calendar year, including gift cards, gift certificates & the value of personal property/prizes? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sub. W-9 completed								
#7 Gift Card Number/Prize Description	Total Value*	Recipient Name (please print clearly)	Recipient Signature	WSU ID No.	Recipient Phone #	Issued By Name (print)	Initials	Date Issued
WSU Relationship: <input type="checkbox"/> Student Employee <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Grad Assistant <input type="checkbox"/> Stipend Recipient <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Other: _____ See next page for more details! Have you received a total of \$600 or more in gifts, awards, giveaways, or prizes from WSU in this calendar year, including gift cards, gift certificates & the value of personal property/prizes? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sub. W-9 completed								
#8 Gift Card Number/Prize Description	Total Value*	Recipient Name (please print clearly)	Recipient Signature	WSU ID No.	Recipient Phone #	Issued By Name (print)	Initials	Date Issued
WSU Relationship: <input type="checkbox"/> Student Employee <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Grad Assistant <input type="checkbox"/> Stipend Recipient <input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Other: _____ See next page for more details! Have you received a total of \$600 or more in gifts, awards, giveaways, or prizes from WSU in this calendar year, including gift cards, gift certificates & the value of personal property/prizes? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sub. W-9 completed								

Submit completed form(s) to getinvolved.finance@wsu.edu immediately after the event.

Fiscal Team Member: _____

Req #: _____

Entered into Spreadsheet

Form Link:

<https://getinvolved.wsu.edu/forms>

**RECORD OF DISTRIBUTION AND
REQUEST FOR TAXPAYER NUMBER AND CERTIFICATION
(SUBSTITUTE W-9)**

WASHINGTON STATE UNIVERSITY

For recipients of gift cards, other cash equivalents, and tangible personal property

DEPARTMENT INFORMATION

DEPARTMENT NAME	ACCOUNT NUMBER (Cost Center-Function-Program)	
UNIQUE IDENTIFIER FOR CONFIDENTIAL STUDIES	DATE DISTRIBUTED	DISTRIBUTION VALUE
DEPARTMENT CONTACT NAME	CONTACT TELEPHONE	CONTACT E-MAIL ADDRESS

RECIPIENT INFORMATION (Print or type)

NAME (As shown on income tax return)			
STREET ADDRESS	CITY	STATE	ZIP CODE
TAXPAYER IDENTIFICATION NUMBER (WSU students and employees provide WSU ID number. Others provide social security number.)*			

* WSU requires disclosure of your social security number on this form by authority of Section 6109 of the Internal Revenue Code. WSU will use your social security number only for the purposes of filing information reports with the IRS to report income paid to you, if required.

TAXPAYER'S CERTIFICATION STATEMENT

Under penalty of perjury, I certify that the number shown on this form is my correct taxpayer identification number, that I have not been notified by the IRS that I am subject to backup withholding, and that I am a United States citizen or United States resident alien. I further certify that:

My relationship to WSU is (check one):

- Student
 Current Employee (includes student employees)
 Neither

I have not received a total of \$600 or more in gifts, awards, and giveaways from WSU in this calendar year, including gift cards, gift certificates, and the value of personal property. (Check if applicable.)

I understand that receipt of gift cards may qualify as income and that it is my responsibility to follow appropriate IRS and FAFSA reporting requirements.

RECIPIENT SIGNATURE	DATE
---------------------	------

If the individual has received cash equivalents and/or personal property with a total value of less than \$600 in the current calendar year, retain the completed form in the department with purchasing card or Department Order documentation and gift/gift card disbursement log.

If the individual has received cash equivalents and/or personal property with a total value of \$600 or more in the current calendar year, send the completed form to Accounts Payable, mail code 1025.

WSU1495-CONTR164-0121

WSU

Form Link:

<https://policies.wsu.edu/prf/documents/2017/10/45-53-record-of-distribution-and-request-for-taxpayer-number-and-certification.pdf>

Printing and Copy Services

- **WSU Design & Printing Services** and **WSU CougPrints Plus** are our current suppliers for printing and related production services.

NOTE: Services from WSU Design & Printing Services may not be available after October 15, 2025 for new design requests. We will update information when it becomes available.

- *WSU Design & Printing Services must review and approve all printing requests to ensure compliance with state printing and procurement laws.*
- *Department personnel may not send printing or estimate requests directly or electronically to outside suppliers.*
- *For items that cannot be printed at WSU or provided at a reasonable cost, a **written** exception **must** be obtained from the Director of WSU Design & Printing Services (please attach the exception approval email to the **Purchase Request** form).*
- **In-Person Orders – WSU CougPrints Plus** (*CUB 80, ground floor*)
 - *Submit your completed **Purchase Request** forms along with any other supporting documentation to your advisor **at least 72 hours prior to your event or purchase date!***
 - *Your advisor will email the approved request forms and any supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.*
 - *Give the final itemized receipts to the SES Fiscal Team or email to getinvolved.finance@wsu.edu.*

Printing and Copy Services *(cont'd)*

• Online Orders

- *WSU Design & Printing Services:* <https://staff.storefront.wsu.edu/home>
- *WSU CougPrints Plus:* <https://cougprintsplus.wsu.edu/order-prints/>
 - Submit your completed **Purchase Request** form along with any other supporting documentation to your advisor **at least 72 hours prior to your event or purchase date** -- **BEFORE** the order is placed.
 - Your advisor will email the approved request forms and any supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.
 - **Immediately** after the online order is placed, forward the order confirmation to getinvolved.finance@wsu.edu.

• Designs & Resources

- *Our WSU Student Affairs Marketing & Communications Team can assist with your designs and provide additional resources.*
 - Please visit <https://studentaffairs.wsu.edu/who-we-are/marketing-communications/services-resources/>.
 - Submit your completed **Purchase Request** form along with any other supporting documentation to your advisor **at least 72 hours prior to your event or purchase date** -- **BEFORE** the order is placed.
 - Your advisor will email the approved request forms and any supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu.
 - Forward any order confirmations you receive to getinvolved.finance@wsu.edu.

Swag/Promotional Items

- Please include a sample of your graphic design(s) with your purchase request form! Please allow **extra** time for customized items!
- Any custom promotional items with WSU trademarks, logos and/or branding **must** be purchased from a licensed vendor **through** the WSU Student Affairs Marketing & Communications Team.
- If the promotional item does **not** include items with WSU trademarks, logos and/or branding (such as SEB logos, RSO logos, etc.), you can select any appropriate supplier/vendor.
- Other pre-made WSU branded items are available to order through **WSU Design & Printing Services** at <https://wsu.presswise.com/catalog/?g=11&y=1025>.
- Submit your completed **Purchase Request** form along with any other supporting documents to your advisor.
- Your advisor will email the approved request forms and any supporting documentation to the SES Fiscal Team at getinvolved.finance@wsu.edu. For **SA Marketing orders**, your advisor will send the approved documents to unionmarketing@wsu.edu and **cc** getinvolved.finance@wsu.edu.
- Please forward any order confirmations that you receive to getinvolved.finance@wsu.edu.
- Please send an email to getinvolved.finance@wsu.edu once you have received your order, along with a copy of the signed/dated **invoice** or **packing slip**.

Purchasing Forms & Information Website:

<https://getinvolved.wsu.edu/forms>

Other topics that the **Purchasing Information page** covers that weren't discussed today are:

Addresses – Mailing, Shipping & Pcard Billing

Insurance Coverage – Certificate of Insurance

Office Supplies – Contract with Office Depot

Reimbursement Requests for RSOs (non-travel) – Only for sponsorships by Crimson & Gray, GPSA, ISC or SEB.

Taxes – WSU is not tax exempt! Sales tax is based upon the point of destination (use, delivery or consumption).

If you have any questions, please ask your Advisor or the SES Fiscal Team!

Approvals & Deadlines! - *Please plan ahead!*

- **Prior approval is required!** To assure compliance with all regulations, all purchases must have the appropriate prior approval. **Any person making an unauthorized purchase must assume full responsibility for that purchase.**
(BPPM 70.01-4.1)
- **Deadlines for form submissions:**
 - Purchase Requests: **at least 72 hours** prior to the event/purchase - longer for online orders
 - Prize Purchase Requests: **at least 7 business days** prior to the event/purchase - longer for online orders
 - Contract, Performance or Speaker Requests: **at least 4 weeks** prior to event/purchase
- **NOTE:** There is a **separate training** that covers anything travel-related, (travel requests/approval, registration fees, hotel/lodging requests, motor pool rentals, airline fees, travel expenses, etc.). **Please be sure to attend!**

Summary

- Make sure the forms you submit to your advisor are **COMPLETE!** The details are **IMPORTANT!**
- Email all request forms and any supporting documentation to your advisor for **approval.**
- Your advisor will email the approved request forms to the SES Fiscal Team at getinvolved.finance@wsu.edu.
- Send receipts, invoices, list of attendees, prize logs, confirmations, etc. to getinvolved.finance@wsu.edu (*in pdf format please!*).
- Most of our required forms and information can be found at <https://getinvolved.wsu.edu/forms> ***** Please add a bookmark to this website! *****
- If you have questions about the process, please contact your advisor or call 509-335-9667 and ask for a SES Fiscal Team member.

Thank you! We hope you have a successful year full of fabulous events!