

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 <a href="https://getinvolved.wsu.edu/forms">https://getinvolved.wsu.edu/forms</a>
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 CUB)	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 CUB)			X	Meal per diem limits apply!
Carpenter Screen Printing	X	X		See "Swag/Promotional Items" at <a href="https://getinvolved.wsu.edu/forms">https://getinvolved.wsu.edu/forms</a>
Chipotle Mexican Grill	X			Meal per diem limits apply! No alcohol!
College Hill Custom Threads	X	X		See "Swag/Promotional Items" at <a href="https://getinvolved.wsu.edu/forms">https://getinvolved.wsu.edu/forms</a>
Costco (online, Clarkston WA)	X	X		Get a temporary WSU Membership Card at the Service Desk before shopping!
CougPrints Plus (WSU CUB)			X	
Crimson & Gray Bookstore	X	X		
CustomInk.com	X	X		See "Swag/Promotional Items" at <a href="https://getinvolved.wsu.edu/forms">https://getinvolved.wsu.edu/forms</a>
Dollar Tree	X			
Dominos Pizza	X	X		Pcard Payment can only be made day of event. Meal per diem limits apply! No alcohol!
Einstein Bros. Bagels			X	Meal per diem limits apply! Managed by WSU Dining Services.
Etsi Bravo	X	X		Meal per diem limits apply! No alcohol!
Ferdinand's (WSU Creamery)			X	
Fork in the Road Catering	X	X		Meal per diem limits apply! No alcohol!
Flying Squirrel Trampoline Park (Moscow)	X*			*P-Card exception advance approval is required ~ purchase request MUST be submitted at least 3 business days before event!
Freshen's (WSU CUB or WSU Chinoak)			X	Meal per diem limits apply! Managed by WSU Dining Services.
Friends of Gladish		X		
Golden Teriyaki	X	X		Meal per diem limits apply! No alcohol!
Grocery Outlet	X			
Hahn Rental Center (Moscow, Lewiston)	X	X		
Harbor Freight	X			
Insomnia Cookies	X			
Jimmy John's Gourmet Sandwiches	X	X		Meal per diem limits apply! No alcohol!
Little Caesars Pizza (CUB)			X	Meal per diem limits apply! Managed by WSU Dining Services.
Lumberyard (Pullman)	X			Meal per diem limits apply! No alcohol!
Michael's Craft Store (Moscow)	X			
Moscow Axe Throwing	X*			*P-Card exception advance approval is required ~ purchase request MUST be submitted at least 3 business days before event!
Moscow Building Supply	X			
MTR Western Charter Buses		X		State Contract # SPC005598
Neill's Flowers & Gifts	X	X		
New Garden Restaurant	X	X		Meal per diem limits apply! No alcohol!
Northwest Engraving Service (Pullman)	X			Discount on nametags, nameplates!
Nuevo Vallarta	X	X		Meal per diem limits apply! No alcohol!
Office Depot	X			State contract; see "Office Supplies" section on Purchasing Information page located at <a href="https://getinvolved.wsu.edu/forms">https://getinvolved.wsu.edu/forms</a> .
Panda Express (CUB, Moscow)	X			Meal per diem limits apply! No alcohol!
Paradise Creek Brewery	X	X		Meal per diem limits apply! No alcohol!
Pizza (Dominos, Pizza Hut, Pizza Perfection, Porch Light)	X	X		Meal per diem limits apply! No alcohol! Only IRI at Little Caesars CUB.
PNW Halal International Grocery Store (Pullman)	X			
Pullman Chamber of Commerce	X	X		Meal per diem limits apply!
Pullman Fire Department (City of Pullman)		X		
Pullman Parks & Recreation (City of Pullman)	X			Student Engagement Services Executive Director must sign agreement.
Qdoba Mexican Grill (Moscow)	X	X		Meal per diem limits apply! No alcohol!
Restaurants (in general)	X			Meal per diem limits apply! No alcohol!
Rico's Public House	X	X		Meal per diem limits apply! No alcohol!
Rite Aid	X			
Rosauers (Pullman)	X	X		
Safeway	X	X		
Silverwood Theme Park (Athol, ID)	X*	X		*P-Card exception advance approval is required ~ purchase request MUST be submitted at least 3 business days before event!
South Fork Public House	X	X		Meal per diem limits apply! No alcohol!
Staples (Moscow)	X			State contract is with Office Depot (see above, but we can buy there)
Starbucks (Stadium Way, Brelsford Drive, Pullman Safeway)	X	X		Meal per diem limits apply!

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Starbucks (WSU CUB - Bookie)	X			Meal per diem limits apply!
Starbucks (WSU Spark Building)			X	Meal per diem limits apply! Managed by WSU Dining Services.
Subway (CUB, Main Street Pullman, Pullman Walmart)	X	X		Meal per diem limits apply! (Indicate CUB or Main Street on form)
Sweet Mutiny Froyo & Cupcakes	X	X		
Temu				Non-Travel Reimbursement Request ONLY.
TerraCotta	X*			*P-Card exception advance approval is required ~ purchase request MUST be submitted at least 3 business days before event!
Thai Ginger Restaurant	X	X		Meal per diem limits apply! No alcohol!
The Table (at Palouse Ridge Golf Club, Pullman)	X			Meal per diem limits apply! No alcohol! Formerly Banyan's & Round Top.
Tokyo Seoul	X	X		Meal per diem limits apply! No alcohol!
Social Media (Facebook/Instagram, Google Ads, Snapchat, Twitter)	X			
University of Idaho (Moscow, any department)	X	X		
Village Centre Cinemas (Moscow)	X*			*P-Card exception advance approval is required ~ purchase request MUST be submitted at least 3 business days before event!
Walmart	X			In-store purchase or grocery pickup or online shipping available <b>only</b> . Delivery option is <b>not</b> available for use.
Winco (Moscow)				<b>NO</b> WSU purchase methods allowed; only reimbursement.
WSU Bookie (WSU Bookstore, Barnes & Noble)	X	X		
WSU CORETECH (WSU CUB)	X		X	
WSU Departments (in general)			X	
Zeppoz	X*	X		*P-Card exception advance approval is required for bowling ~ purchase request MUST be submitted at least 3 business days before event!

**NOTE: If the supplier/vendor is not listed, please contact them to verify the method of payment they will accept.**

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