

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 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 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 CUB)			X	
Crimson & Gray Bookstore	X	X		
CustomInk.com	X	X		See "Swag/Promotional Items" at https://getinvolved.wsu.edu/forms
Dollar Tree	X			
Dominos Pizza	X	X		Pcard Payment can only be made day of event. Meal per diem limits apply! No alcohol!
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!
Foundry Kitchen & Cocktails	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 Chinoook)			X	Meal per diem limits apply!
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!
Joann's (Moscow)	X			
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 https://getinvolved.wsu.edu .
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, Little Caesar's, Pizza Hut, Pizza Perfection, Porch Light)	X	X		Meal per diem limits apply! No alcohol!
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	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		
Round Top Public House (at Palouse Ridge Golf Course, Pullman)	X			Meal per diem limits apply! No alcohol! Formerly Banyan's

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Safeway	X	X		
Silverwood Theme Park <i>(Athol, ID)</i>	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 <i>(Moscow)</i>	X			State contract is with Office Depot <i>(see above, but we can buy there)</i>
Starbucks <i>(Stadium Way)</i>	X	X		
Starbucks <i>(WSU CUB - Bookie OR Spark Bldg)</i>	X			
Subway <i>(CUB, Main Street Pullman, Pullman Walmart)</i>	X	X		Meal per diem limits apply! <i>(Indicate CUB or Main Street on form)</i>
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!
Tokyo Seoul	X	X		Meal per diem limits apply! No alcohol!
Social Media <i>(Facebook/Instagram, Google Ads, Snapchat, Twitter)</i>	X			
University of Idaho <i>(Moscow, any department)</i>	X	X		
Village Centre Cinemas	X*			*P-Card exception advance approval is required ~ purchase request MUST be submitted at least 3 business days before event!
Walmart	X			Online shipping, in store purchase or grocery pickup available; Delivery option is not available for use.
Winco - Moscow				NO WSU purchase methods allowed; only reimbursement.
WSU Bookie <i>(WSU Bookstore, Barnes & Noble)</i>	X	X		
WSU CORETECH <i>(WSU CUB)</i>	X		X	
WSU Departments <i>(in general)</i>			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.