



DEADLINE to submit forms:

72 Hours Prior to Event

4 Weeks Prior to Event

Pcards | Purchase Orders | WSU IRIs | CougarCards

WA Invoice Vouchers | Contracts\*
\*see separate form

Request for (check one): [ ] Pcard [ ] Purchase Order [ ] WSU IRI (ISD) [ ] WA Invoice Voucher [ ] WSU CougarCard

Form with fields: Pcard: [ ] Online [ ] In-Store [ ] Phone/Fax; Cardholder's Name; Who will check out the Pcard?; Check Out Date/Time; Return Date/Time

Request Date, Supplier/Vendor, Address, City, State ZIP, Contact Name, Email, Phone #, Website, Name of Requestor, Requestor's Email, Requestor's Phone #, Committee/Group, Event/Program Name, Program/Gift Account #, \$ Split Details, MAX \$ / NOT TO EXCEED

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

Table with 6 columns: #, Description, Quantity, Unit, Unit Price, Amount. Rows 1-10.

Check all that apply: [ ] Food & Beverages, [ ] Prizes, [ ] Swag/Promos. Subtotal, Shipping, Tax, Additional page \$, GRAND TOTAL

Comments:

Table with 4 columns: Approvals, Print/Type Name, Signature, Date. Rows for Committee and 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