



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 umbrella. This form can also be used when one of our groups is giving/receiving funding to another WSU department/group. While the preference is to do a direct purchase for the sponsorship, an accounting adjustment for a prior purchase made by a WSU department/group is also possible (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).

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

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

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:			