



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 [ ] ETR/Transfer

Form section for Pcard details: Pcard type (Online, In-Store, Phone/Fax), Cardholder's Name, Who will check out the Pcard?, Check Out Date/Time, Return Date/Time.

Requestor information fields: Request Date, Supplier/Vendor, Address, City, State ZIP, Contact Name, Email, Phone #, Website.

Requestor information fields: Name of Requestor, Requestor's Email, Requestor's Phone #, Committee/Group, Event/Program Name, Program/Gift Account #, \$ Split Details (if applicable), MAX \$ / NOT TO EXCEED: \$ (including tax & fees).

Event details fields: 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 section: Food & Beverages (Request to Serve Food form, Open to the Public, Attendee List, Catering/Scheduling Confirmation), Prizes (Pcard Exception?, Prize Distribution Log, Sub. W-9s), Comments. Includes Subtotal, Shipping, Tax (Pullman = 7.9%), Additional page \$, and GRAND TOTAL.

Approvals table with 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 si.finance@wsu.edu.

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