

Addresses:

Mailing (USPS): {Recipient Name}, WSU Student Engagement Services, PO Box 647204, Pullman, WA 99164-7204.

Shipping (UPS, FedEx): {Recipient Name} WSU Student Engagement Services, 410 Dairy Rd, CUB 320 MS-7204, Pullman, WA 99164-7204.

Pcard Billing: Washington State University, Purchasing SRVCS, PO Box 641020, Pullman, WA 99164-7204 (or 99164).

Business Policies & Procedures Manual:

All WSU transactions and processes must follow the WSU Business Policies & Procedures Manual (BPPM). See also the Services & Activities Fees (S&A) Spending Guidelines section.

BPPM: <https://policies.wsu.edu/prf/index/manuals/bppm-table-contents/>

Contracts/Performance Agreements:

The Student Engagement Services Executive Director is the **ONLY** authorized signatory for **ANY** agreements or contracts with suppliers/vendors outside of Washington State University. WSU Advisors may sign internal WSU agreements/contracts. WSU students, graduate students, and student employees **ARE NOT ALLOWED** to sign **any** agreements or contracts on behalf of WSU (including any of its departments, groups or committees).

The "Contracts, Performance or Speaker Request" form must be submitted (complete & approved) **at least FOUR (4) weeks prior to the performance/event**. This time is necessary to generate the official contract forms for signature in time to have check prepared by the date of performance/event.

Restricted Use Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-restricted-use-exception-request.pdf/>

CougarCard:

The Student Engagement Services Office has CougarCards for use for quick, low-cost purchases for CUB food & beverage retailers. **ASWSU, CSOL, SEB & SES USE ONLY!** Submit the complete and approved "Purchase Request" form along with any supporting documents to getinvolved.finance@wsu.edu. Please be sure to complete the requested pickup information on the Purchase Request form and submit the form **at least 72 hours prior to event**. Scan and email any receipts, invoices, attendee lists, etc. to getinvolved.finance@wsu.edu **immediately** after the event. The SES Finance Team will submit an IRI to the CougarCard Center after the event to replenish the funds used.

Food and/or Beverages:

Cost Limits: The cost per meal served **may not exceed** the applicable travel meal limits for the **location** (*including tax and gratuity/tip and food/beverage-related fees*). Pullman/Moscow **meal per diem rates** are currently: breakfast - \$17.00, lunch - \$20.00, dinner - \$31.00. See the link below for other locations.

Attendees: Please indicate on the "Purchase Request" form if the event is **"Open to Public"** (*when the number of participants is large or when the names of participants are unknown*) or if you will provide an **"Attendees List"** (*a list of participants, indicating each participant's relationship to the University, e.g., employee, official, guest*).

Funding: If the account used is **NOT** a S&A fund, a request to serve food form **is required** (*form is required for all CFSL accounts*).

Receipts: When purchasing food/beverages at a restaurant or similar supplier/vendor, we need the **itemized** receipt or invoice with the added gratuity/tip amount (printed/written either on the original itemized receipt or if a Pcard payment, then we need the original itemized receipt PLUS the credit card receipt that shows the total amount charged).

CUB Events: If your event will be held in a reserved space within the Compton Union Building (CUB), please view the food policy at <https://cub.wsu.edu/about-the-cub/facility-policies/>.

Beverages: For **ON-CAMPUS EVENTS**, **ONLY** Coca-Cola branded beverages may be purchased for or served/given away (*exceptions may be allowed when it is included as part of a contract for a performer, etc.*). For the **Coca-Cola** brand list, go to <https://www.coca-colacompany.com/brands>. The **only** allowable energy drink brands are: Full Throttle, Monster, NOS, Reign, and Bang. **NOTE:** This policy does not apply to beverages purchased for or served/given away at **off-campus events**. **Alcohol is prohibited.**

WSU Policy: <https://policies.wsu.edu/prf/index/manuals/70-00-purchasing/70-31-buying-meals-light-refreshments-meetings/>

Meal Per Diem Rates: <https://acctspay.wsu.edu/welcome-to-travel-reimbursable-services/>

Request to Serve Food form: <https://policies.wsu.edu/prf/documents/2017/10/70-31-request-to-serve-food.pdf/>

Compton Union Building (CUB) Food Policy: <https://cub.wsu.edu/about-the-cub/facility-policies/>

Insurance Coverage - Certificate of Insurance:

Occasionally, the University must provide evidence of insurance coverage to third parties. Such evidence is generally called a Certificate of Insurance. **On-campus events** for Student Engagement Services Groups (ASWSU, CCE, CFSL, CSOL, GPSA, SEB, Student Media) are generally covered by WSU's liability insurance policy. (NOTE: WSU's Ensminger Pavilion events may also require this certificate). **Off-campus event** location venues may require a liability insurance policy for the event (i.e. Pullman Parks & Recreation, Gladish Center). A few liability insurance options are: [EventHelper](#), [Tulip](#), and [HUB International](#). NOTE: **RSO student-sponsored events** are **excluded** from WSU's liability insurance. For further information, please see <https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-50-11/>.

IRIs (WSU Interdepartmental Requisition & Invoice):

The WSU Interdepartmental Requisition & Invoice (IRIs) are used for **WSU department** transactions (i.e., *Beasley, Ferdinand's, University Catering*). Submit the complete and approved "Purchase Request" form along with any supporting documents to getinvolved.finance@wsu.edu **at least 72 hours prior to event**. Once the SES Finance Team sends the **official** IRI to you, please provide it to the supplier/vendor. Scan and email any receipts, invoices, attendee lists, etc. to getinvolved.finance@wsu.edu **immediately** after the event. When the charge is processed in Workday, it is referred to as an Internal Service Delivery (ISD).

Office Supplies:

WSU has a contract for office supplies with Office Depot. To order, please complete a "Purchase Request" form, select "Pcard" and "Online". Orders are normally delivered within 1 - 2 business days.

Go to: <https://www.odpbusiness.com/>, login with "WSUPRICE", password "WSUprice1", then "Share cart" with getinvolved.finance@wsu.edu.

Pcards (Procurement Card, Purchasing Card, Visa):

Our SES Finance Team has Procurement Cards (Pcards) to use for small purchases. Orders can be placed online, in-store or by phone/fax. Submit the completed and approved "Purchase Request" form along with supporting documents (including website links, carts, etc.) to getinvolved.finance@wsu.edu **at least 72 hours prior to event**. Only WSU Student Engagement Services **approved employees** (*permanent staff, student employees, stipend recipients*) may check out a Pcard. Please complete the Pcard information on the "Purchase Request" form. Pcard checkout and return times are Monday through Friday, 8:00 a.m. to 3:30 p.m.; please indicate the times on the "Purchase Request" form and plan accordingly. Temporary Delegates **cannot** check out a Pcard for overnight or weekend use without receiving both the Pcard owner **AND** advisor prior approval. If your **itemized** receipt does not **clearly** list what was purchased, please make a note of the items purchased and send the list with your documents. When ordering online, ensure that the Pcard number **IS NOT SAVED** in a personal account; our SES Finance Team can assist with setting up online business accounts. Temporary delegates **are not allowed** to transfer/give the Pcard to any other person than the Cardholder. Report lost or stolen cards **IMMEDIATELY** to the Cardholder.

Pcards **CANNOT** be used at the following merchants:

Carlita's (CUB)	Little Caesars (CUB)	WSU Athletics	WSU Creamery/Ferdinand's	WSU University Recreation
Freshens (CUB, Chinook)	WinCo	WSU CougarPrints Plus	WSU Transportation Services	WSU (Any Other) Departments

You are not allowed to purchase WSU products (*excluding items with WSU logo*) from any outside vendors (*for example, Cougar Gold Cheese should be purchased directly from WSU Ferdinand's by submitting a purchase request form to getinvolved.finance@wsu.edu*).

WSU Policy: <https://policies.wsu.edu/prf/index/manuals/70-00-purchasing/70-08-procurement-card/>

Entertainment Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-entertainment-exception-request.pdf/>

Gift Card Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-gift-cards-exception-request.pdf/>

Group Travel or Activity Expense Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-group-travel-or-activity-expense-exception-request.pdf/>

Lost Receipt: <https://policies.wsu.edu/prf/documents/2017/10/70-08-missing-document-affidavit.pdf/>

Prize Limit Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-restricted-use-exception-request.pdf/>

Prohibited/Restricted Purchases: https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-70-08/#Five_2

Restricted Purchase Template (after purchase): <https://policies.wsu.edu/prf/documents/2020/12/70-08-restricted-purchase-template.pdf/>

Restricted Use Exception (before purchase): <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-restricted-use-exception-request.pdf/>

Printing and Copy Services: WSU Design & Printing Services and WSU CougarPrints Plus

University departments are to route requests for printing and related production services to WSU Design & Printing Services or WSU CougarPrints Plus. WSU Design & Printing Services must review and approve all printing requests to ensure compliance with state printing and procurement laws. Department personnel may not send printing or estimate requests directly or electronically to outside suppliers. For items that cannot be printed at WSU or provided at a reasonable cost, a **written** exception **must** be obtained from the Director of WSU Design & Printing Services (please attach the exception approval email to the "Purchase Request" form).

For in-person orders at **WSU CougarPrints Plus** (CUB 80, ground floor), submit a complete and approved "Purchase Request" form to getinvolved.finance@wsu.edu. Please refer to the IRI section above.

Online orders may be submitted to **WSU Design & Printing Services** (Cooper Publications, Grimes Way) at <https://staff.storefront.wsu.edu/home> or to **WSU CougarPrints Plus** at <https://cougprintsplus.wsu.edu/order-prints/>. A complete and approved "Purchase Request" form must be sent to getinvolved.finance@wsu.edu **before the order is placed**. Immediately after the online order is placed, forward the order confirmation to getinvolved.finance@wsu.edu.

Our **WSU Student Affairs Marketing & Communications Team** can assist with your designs and provide additional resources. Please visit <https://studentaffairs.wsu.edu/who-we-are/marketing-communications/services-resources/>. If you coordinate an order with them, please submit a complete and approved "Purchase Request" form to getinvolved.finance@wsu.edu along with any order confirmations you receive.

WSU Policy: <https://policies.wsu.edu/prf/index/manuals/80-00-services/80-05-printing-services/>

WSU Design & Printing Services: <https://printing.wsu.edu/> Online Orders: <https://staff.storefront.wsu.edu/home>

WSU CougarPrints Plus: <https://cougprintsplus.wsu.edu/> Online Orders: <https://cougprintsplus.wsu.edu/order-prints/>

WSU Student Affairs Marketing & Communications: <https://studentaffairs.wsu.edu/who-we-are/marketing-communications/>

Prizes:

Please check with your advisor as limits apply (\$250 maximum amount per prize, \$500 maximum amount per event, maximum number of prizes is 5 per event) and winner documentation is required! Submit the completed and approved "Purchase Request" form along with any supporting documents to getinvolved.finance@wsu.edu **at least 72 hours prior to event**. Scan and email all required documents (Distribution Log, Substitute W-9s) to getinvolved.finance@wsu.edu **immediately** after the event. Gift Cards are no longer an option for purchase.

WSU Policy: <https://policies.wsu.edu/prf/index/manuals/70-00-purchasing/70-44-gift-cards-cash-equivalents-purchase-use/>

Prize Limit Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-restricted-use-exception-request.pdf/>

Distribution Log: <https://policies.wsu.edu/prf/documents/2017/10/45-53-distribution-log-for-payments-of-cash-gift-cards-and-other-cash-equivalents-and-tangible-property.pdf/>

Substitute W-9: <https://policies.wsu.edu/prf/documents/2017/10/45-53-record-of-distribution-and-request-for-taxpayer-number-and-certification.pdf/>

Purchase Orders (POs):

Purchase Orders (POs) are used for transactions with suppliers/vendors outside of WSU (i.e., *Rosauers, Safeway*). The supplier/vendor will submit an invoice to WSU after the purchase is made or service is provided. Submit the complete "Purchase Request" form along with any supporting documents to your advisor. Your advisor will submit the "Purchase Request" form to getinvolved.finance@wsu.edu **at least 72 hours prior to event**. Once the SES Finance Team sends the **official** PO to you, please provide it to the supplier/vendor. Scan and email any receipts, invoices, attendee lists, packing slips, etc. to getinvolved.finance@wsu.edu **immediately** after the event.

Reimbursement Requests for RSOs (non-travel) – Sponsored by Crimson & Gray, GPSA, or ISC only

Purchases under \$100 per vendor are to be made by the group requesting funds and paid as reimbursements using the “Non-Travel Reimbursement Request” form.

Purchases over \$100 per vendor may be facilitated by the SES Finance Team using a “Purchase Request” form (*see separate instructions for Pcards, POs or IRIs*), or paid as a reimbursement, using the “Non-Travel Reimbursement Request” form.

Complete the “Non-Travel Reimbursement Request” form (*prior to making the purchase*) and submit it to Crimson & Gray (aswsu.crimson.gray@wsu.edu), GPSA (vpgpsa@wsu.edu), or ISC (isc.finance@wsu.edu) for approval.

All “Non-Travel Reimbursement Request” forms need to be approved by SES Finance Team PRIOR to the purchase. For prizes and gifts, additional approvals may be required PRIOR to purchase.

Online orders can be shipped to the RSO’s office, the RSO’s advising department, or to Student Engagement Services; be sure to notify the SES Finance Team at getinvolved.finance@wsu.edu when you have received your complete order and attach any packing slips (*signed & dated*) for the order.

Under no circumstances can alcohol be reimbursed with this funding.

The “Non-Travel Reimbursement Request” form should include the person being paid, WSU ID number and a complete mailing address, including any apartment or unit number. This will usually be paid as a check and mailed to the address in Workday. Checks can be held at French Ad (Room 220) for the recipient to pick up if it is included on the request form.

You may use one “Non-Travel Reimbursement Request” form for each PG #, even if multiple events. Be sure to include the event name and date in the description box.

List each receipt on a separate line - include tax and any shipping fees (*if applicable*) in the total amount for each line.

Include the full itemized paid receipt (*not just screenshots*) as well as confirmation that any ordered items have been received. If gratuity is added, provide the itemized receipt AND the credit card receipt showing the tip amount.

Wait to submit receipts until all items from the order have been received. Do not send multiple requests/receipts for one order.

Once the SES Finance Team has received all required documentation (including the List of Attendees, if required) we will submit the Expense Report in Workday within three business days. However, once it goes to Accounts Payable, we don’t have control over the timeframe (but usually they are paid by A/P within two weeks).

Services & Activities Fees Spending Guidelines:

Please review the Services & Activities Fees (S&A) spending guidelines when spending S&A funds.

<https://budget.wsu.edu/documents/2019/06/sa-spending-guide.pdf/>

Sponsorships & Revenue:

Many of our WSU SES committees/groups either give OR receive sponsorships to/from other groups/suppliers. Please submit a completed **Sponsorships & Revenue Request** form along with any supporting documents to your advisor when:

A supplier/vendor is **giving money/funds** to a WSU department/group that is under the SES umbrella

A SES group is **giving/receiving money/funds** to/from another WSU department/group (*including RSOs*)

Accounting Journal/Adjustments will be submitted by the SES Fiscal Team for:

Prior purchases made by a WSU department/group

To transfer the approved sponsorship funds between two WSU departments/groups (*including RSOs*)

Your advisor will submit the approved **Sponsorships & Revenue Request** form to the SES Fiscal Team **at least 72 hours prior to event**. The SES Fiscal Team will work with the sponsors/donors to determine the best way to accommodate the sponsorship. WSU policies need to be followed.

However, if our office will facilitate a **direct purchase** of items/services for the sponsorship, please submit a completed **Purchase Request** form along with any supporting documents to your advisor. Your advisor will submit the approved **Purchase Request** form to the SES Fiscal Team **at least 72 hours prior to event**.

More information about payment options (*checks, e-checks, ACH/EFT*) can be found on the form.

NOTE: WSU is not allowed to donate funds to charities or groups (but “goods” can be purchased and donated).

Swag/Promotional Items:

Please include a sample of your graphic design(s) with your purchase request form! Please allow **extra** time for customized items!

Any custom items with WSU trademarks, logos and/or branding **must** be purchased from a licensed vendor **through** the Student Affairs Marketing & Communications Team. Submit the completed and approved “Purchase Request” form along with any supporting documents to unionmarketing@wsu.edu and copy getinvolved.finance@wsu.edu. Please send an email to getinvolved.finance@wsu.edu once you have received your order, along with a copy of the signed/dated invoice or packing slip.

If the promotional item does **not** include items with WSU trademarks, logos and/or branding (such as SEB logos, RSO logos, etc.), submit the completed and approved "Purchase Request" form (for any appropriate vendor/supplier) along with any supporting documents to getinvolved.finance@wsu.edu.

Other pre-made WSU branded items are available to order through **WSU Design & Printing Services** at <https://wsu.presswise.com/catalog/?g=11&y=1025>. Before placing the order, submit the completed and approved "Purchase Request" form along with any supporting documents to getinvolved.finance@wsu.edu. Once you have placed your order, please send the order confirmation to getinvolved.finance@wsu.edu and later send another email once you receive your order.

Tax:

Washington State University is not exempt from paying sales tax. The point of destination (use, delivery or consumption) becomes the basis for sales tax charged. If a supplier/vendor does not charge sales tax on a taxable item, the amount of the sales tax will be charged to the account (known as compensation tax or comp tax).

<https://bursar.wsu.edu/sales-tax-based-on-destination/>

WA Invoice Vouchers (WIV):

The State of Washington Invoice Voucher is used to make payments to an outside supplier/vendor, contractors, speaker fees, etc. The SES Finance Team will send the official WIV form to the appropriate person/supplier/vendor. Submit the complete and approved "Purchase Request" form along with any supporting documents to getinvolved.finance@wsu.edu **at least 4 weeks prior to payment due date**.

Please scan and email the completed request form and all supporting documentation
(confirmations, invoices, receipts, attendee lists, agreements, etc.)
to getinvolved.finance@wsu.edu.