

WASHINGTON STATE UNIVERSITY

INTERDEPARTMENTAL REQUISITION AND INVOICE

Refer to BPPM 70.05 for complete instructions.

INVOICE NUMBER

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REQUISITIONING DEPARTMENT

DEPARTMENT	SPEND CATEGORY	COST CENTER	FUND	FUNCTION	REGION
	GIFT	GRANT	PROGRAM	PROJECT	ALTERNATE REPORTING

SUPPLIER DEPARTMENT

DEPARTMENT	REVENUE CATEGORY	COST CENTER	FUND	FUNCTION	REGION
	GIFT	GRANT	PROGRAM	PROJECT	ALTERNATE REPORTING

DATE	DELIVER TO: (BUILDING/ROOM)	MAIL CODE	DEPT REQ NO.	CONTACT INDIVIDUAL	TELEPHONE	E-MAIL ADDRESS
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ITEM	STOCK NO.	DESCRIPTION/RECEIVED BY	QUAN ORD	UNIT	FOR VENDOR DEPARTMENT USE		
					QUAN DEL	UNIT PRC	TOTAL
Double space between items.							

EXPENDITURE AUTHORITY

NAME OF AUTHORIZING OFFICIAL	SIGNATURE	DATE
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INVOICE
TOTAL