

# WASHINGTON STATE UNIVERSITY

## INTERDEPARTMENTAL REQUISITION AND INVOICE

Refer to BPPM 70.05 for complete instructions.

INVOICE NUMBER

Page \_\_\_\_\_ of \_\_\_\_\_

### 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