



DEADLINE to submit forms:

72 Hours Prior to Event

4 Weeks Prior to Event

Pcards | Purchase Orders | WSU IRLs | 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

Pcard: <input type="checkbox"/> Online <input type="checkbox"/> In-Store <input type="checkbox"/> Phone/Fax	Who will check out the Pcard?
Cardholder's Name:	Check Out Date/Time: Return Date/Time:

Request Date:	Name of Requestor:
Supplier/Vendor:	Requestor's Email:
Address:	Requestor's Phone #:
City, State ZIP:	Committee/Group:
Contact Name:	Event/Program Name:
Email:	Program/Gift Account #:
Phone #:	\$ Split Details (if applicable):
Website:	MAX \$ / NOT TO EXCEED: \$ (including tax & fees)

Event Date:	Event Time:	Estimated Attendance:
Event Location/Building:	Event City:	
Purpose of Event or Expense:		

#	Description	Quantity	Unit	Unit Price	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Check all that apply: Attach additional pages if necessary

- ☐ **Food & Beverages:** ☐ Request to Serve Food form, **required for CFSL**
☐ Open to the Public ☐ Attendee List ☐ Catering/Scheduling Confirmation (attached)
☐ **Prizes:** ☐ Pcard Exception? ☐ Prize Distribution Log ☐ Sub. W-gs
☐ **Swag/Promos:** If WSU branding/logos, attach Student Affairs Marketing's approval.

Subtotal

Shipping

Tax (Pullman = 8%)

Additional page \$

GRAND TOTAL

Comments:

Approvals	Print/Type Name	Signature	Date
Committee:			
SES Advisor:			

Please email this **completed and approved Purchase Request** form and all supporting documentation (confirmations, invoices, receipts, attendee lists, agreements, etc.) to getinvolved.finance@wsu.edu.

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