RSO Procurement Card (Pcard) Purchase Request

For WSU Registered Student Organizations

WASHINGTON STATE UNIVERSITY

Dept/Dorm/Campus Name

RSO Officer or Purchaser: Please complete this form to request a procurement card purchase on behalf of your RSO and submit the form to:

Cardholder Name	Location/Building/Room #	Email
		@wsu.edu

RSO ACCOUNT NAME	RSO PROGRAM #
	PG

REQUESTED PURCHASE INFORMATION *(one form per supplier/vendor)*		
Supplier/Vendor Name	Date of Request	Date Order Needed

	DESCRIPTION OF ITEM(s), EVENT NAME/DATE and WEBLINK(s)	QTY	ITEM COST	TOTAL
1	Description Weblink			$0.00
2	Description Weblink			$0.00
3	Description Weblink			$0.00
4	Description Weblink			$0.00
5	Description Weblink			$0.00
6	Description Weblink			$0.00
7	Description Weblink			$0.00
8	Description Weblink			$0.00
9	Description Weblink			$0.00
10	Description Weblink			$0.00

Include additional description(s) and weblinks on the back of this form or attach page(s), attach any provided supplier quotes.

Delivery Instructions:			
Department:		Sub-Total:	0.00
Street / Building:		Shipping / Other:	
Office / Room:		Tax *(if known)* ____%:	
City, State, ZIP:		**GRAND TOTAL:**	0.00

RSO APPROVALS:	My signature below affirms that I have verified *(with either our departmental Financial Services Office, the RSO Finance Team or our RSO Treasurer)* that there are adequate funds available in our account to pay for this purchase, and I confirm that I have signed the Annual RSO Signature Authorization for this RSO.	
RSO Officer Name: *(print):*	Email:	
RSO Officer Signature:	Phone:	Date:
RSO Advisor Name: *(print):*	Email:	
RSO Advisor Signature:	Phone:	Date:

RSO Officer: You **must** bring or scan and email all packing slips to the Cardholder upon receipt of this order. If no documents were included with the order, please notify the cardholder that the order was received and confirm whether the order was complete and received in good condition.

Cardholder: This form and **ALL** documents *(itemized invoices/receipts, emails, Affidavit of Lost Receipts, Pcard restricted purchase exceptions)* **must** be attached when verifying the associated Procurement Card Transaction(s) in Workday. WSU University Pcard Policies & Procedures **must** be followed.

WSU Departmental Use Only	Comments:	Ref #	PC #