



DEADLINE to submit forms:

72 Hours Prior to Event

Pcards | Purchase Orders | WSU IRLs | CougarCards

4 Weeks Prior to Event

WA Invoice Vouchers | Contracts*

*see separate form

Request for (check one):

Card:	Who will check out the Pcard?	
Cardholder's Name:	Check Out Date/Time:	Return Date/Time:

Request Date: _____
Supplier/Vendor: _____
Address: _____
City, State ZIP: _____
Contact Name: _____
Email: _____
Phone #: _____
Website: _____

Name of Requestor: _____
Requestor's Email: _____
Requestor's Phone #: _____
Committee/Group: _____
Event/Program Name: _____
Program/Gift Account #: _____
\$ Split Details (if applicable): _____
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>