

<p>Business Policies & Procedures Manual: All WSU transactions and processes must follow the WSU Business Policies & Procedures Manual (BPPM) and the Services & Activities Fees (S&A) Spending Guidelines (see below). BPPM: https://policies.wsu.edu/prf/index/manuals/bppm-table-contents/</p>															
<p>Contracts/Performance Agreements: The Student Engagement Executive Director is the ONLY authorized signatory for ANY agreements or contracts with suppliers/vendors outside of Washington State University. WSU students, graduate students, and student employees ARE NOT allowed to sign any agreements or contracts on behalf of WSU (including any of its departments, groups or committees). The "Contracts Request" form must be submitted (complete & approved) FOUR (4) weeks prior to the performance/event. This time is necessary to generate the official contract forms for signature in time to have check prepared by the date of performance. Contract Exception Pcard Request: https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-contract-exception-request.pdf/</p>															
<p>CougarCard: The Student Engagement Office has CougarCards for use for quick purchases for CUB food & beverages. ASWSU, SEB & SI USE ONLY! The Fiscal Team will submit an IRI to the CougarCard Center after the event to replenish the funds used. Submit the complete and approved "Purchase Request" form along with any supporting documents to si.finance@wsu.edu. Please be sure to complete the requested pickup information on the Purchase Request form at least 72 hours prior to event. Scan and email any receipts, invoices, attendee lists, etc. to si.finance@wsu.edu immediately after the event.</p>															
<p>Food and/or Beverages: The cost per meal served may not exceed the applicable travel meal limits for the location (<i>including tax and gratuity/tip</i>). Pullman/Moscow meal per diem rates are currently: breakfast - \$15.00, lunch - \$18.00, dinner - \$26.00. Please indicate on the "Purchase Request" form if the event is "Open to Public" (<i>when the number of participants is large or when the names of participants are unknown</i>) or if you can provide an "Attendees List" (<i>a list of participants, indicating each participant's relationship to the University, e.g., employee, official, guest</i>). Alcohol is prohibited. If the account used is NOT a S&A fund, a request to serve food form is required (<i>form is required for all CCE & CFSL accounts</i>). WSU Policy: https://policies.wsu.edu/prf/index/manuals/70-00-purchasing/70-31-buying-meals-light-refreshments-meetings/ Meal Per Diem Rates: https://acctspay.wsu.edu/purchasing-light-refreshments-and-meals/per-diem/ Request to Serve Food form: https://policies.wsu.edu/prf/documents/2017/10/70-31-request-to-serve-food.pdf/</p>															
<p>IRIs (Interdepartmental Requisition & Invoice - ISDs): These are used for WSU department transactions (<i>i.e. Beasley, CUB, Ferdinand's</i>). Submit the complete and approved "Purchase Request" form along with any supporting documents to si.finance@wsu.edu at least 72 hours prior to event. Once the Fiscal Team sends the official IRI to you, please provide it to the supplier/vendor. Scan and email any receipts, invoices, attendee lists, etc. to si.finance@wsu.edu immediately after the event.</p>															
<p>Office Supplies: WSU has a contract for office supplies with Office Depot. To order, please complete a "Purchase Request" form, select "Pcard" and "Online". Orders are normally delivered within 1 - 2 business days. Go to: https://business.officedepot.com, login with "WSUPRICE", password "WSUprice1", then "Share cart" with si.finance@wsu.edu.</p>															
<p>Pcards (Procurement Card, Visa): Our Fiscal Team has Procurement Cards (Pcards) to use for small purchases. Orders can be placed online, in-store or by phone/fax. Submit the complete and approved "Purchase Request" form along with supporting documents (including website links, carts, etc.) to si.finance@wsu.edu at least 72 hours prior to event. Only WSU Student Engagement approved employees (<i>permanent staff, student employees, stipend recipients</i>) may check out a pcard. Please complete the pcard information on the "Purchase Request" form. If your receipt does not list clearly what you have purchased, please make a note of the items you have bought and send the list with your documents. Report lost or stolen cards IMMEDIATELY to the Cardholder. When ordering online, ensure that the Pcard number IS NOT saved in a personal account. Temporary delegates are not allowed to transfer the pcard to any other person than the Cardholder. Pcard checkout & return times are Monday through Friday, 8:00 a.m. to 3:30 p.m.; please indicate the times on the "Purchase Request" form and plan accordingly. Temporary Delegates cannot check out a pcard for overnight or weekend use without receiving pcard owner AND advisor prior approval. Pcards CANNOT be used at the following merchants:</p> <table border="0"> <tr> <td>Carlita's (CUB)</td> <td>WSU Athletics</td> <td>WSU Creamery/Ferdinand's</td> </tr> <tr> <td>Freshens (CUB or Chinook)</td> <td>WSU Biomedical Communications Unit (BCU)</td> <td>WSU Parking Services</td> </tr> <tr> <td>Gridiron (CUB)</td> <td>WSU CougarCard Center</td> <td>WSU Union Marketplace (CUB)</td> </tr> <tr> <td>Reunion (CUB)</td> <td>WSU CougarCopies</td> <td>WSU University Recreation</td> </tr> <tr> <td>WinCo</td> <td>WSU CougarExpress Mail</td> <td>WSU (Any Other) Departments</td> </tr> </table> <p>You are also not allowed to purchase WSU products (<i>excluding items with WSU logo</i>) from any outside vendors (i.e. Cougar Gold Cheese should be purchased directly from Ferdinand's using an IRI purchase request form).</p>	Carlita's (CUB)	WSU Athletics	WSU Creamery/Ferdinand's	Freshens (CUB or Chinook)	WSU Biomedical Communications Unit (BCU)	WSU Parking Services	Gridiron (CUB)	WSU CougarCard Center	WSU Union Marketplace (CUB)	Reunion (CUB)	WSU CougarCopies	WSU University Recreation	WinCo	WSU CougarExpress Mail	WSU (Any Other) Departments
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WinCo	WSU CougarExpress Mail	WSU (Any Other) Departments													

Pcards (continued):

WSU Policy: <https://policies.wsu.edu/prf/index/manuals/70-00-purchasing/70-08-procurement-card/>

Entertainment Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-entertainment-exception-request.pdf/>

Gift Card Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-gift-cards-exception-request.pdf/>

Group Travel or Activity Expense Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-group-travel-or-activity-expense-exception-request.pdf/>

Lost Receipt: <https://policies.wsu.edu/prf/documents/2017/10/70-08-missing-document-affadavit.pdf/>

Prize Limit Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-restricted-use-exception-request.pdf/>

Prohibited Merchants: <https://acctspay.wsu.edu/restricted-pcard-purchases/>

Prohibited Purchases: https://policies.wsu.edu/prf/index/manuals/70-00-purchasing/70-08-procurement-card/#prohibited_purchases

Restricted Purchase Template: <https://policies.wsu.edu/prf/documents/2020/12/70-08-restricted-purchase-template.pdf/>

Restricted Use Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-restricted-use-exception-request.pdf/>

Printing:

WSU departments **must** be used for all printing (Design and Printing Services, CougPrints +, BCU). For items that cannot be printed at WSU or provided at a reasonable cost, a written exception must be obtained from the Vice President for Marketing & Communications (please attach the exception approval email to the "Purchase Request" form).

WSU Policy: <https://policies.wsu.edu/prf/index/manuals/80-00-services/80-05-printing-services/>

WSU Design & Printing Services: <https://ucomm.wsu.edu/>

WSU CougPrints +: <https://cougprintsplus.wsu.edu/>

Prizes:

Please check with your advisor as limits apply (\$250 maximum amount per prize, \$500 maximum amount per event, maximum # of prizes is 5 per event) and winner documentation is required! Submit the complete and approved "Purchase Request" form along with any supporting documents to si.finance@wsu.edu at least 72 hours prior to event. Scan and email all required documents (Distribution Log, Substitute W-9s) to si.finance@wsu.edu **immediately** after the event. Gift Cards are no longer an option for purchase.

WSU Policy: <https://policies.wsu.edu/prf/index/manuals/70-00-purchasing/70-44-gift-cards-cash-equivalents-purchase-use/>

Prize Limit Exception: <https://policies.wsu.edu/prf/documents/2020/12/70-08-procurement-card-restricted-use-exception-request.pdf/>

Distribution Log: <https://policies.wsu.edu/prf/documents/2017/10/45-53-distribution-log-for-payments-of-cash-gift-cards-and-other-cash-equivalents-and-tangible-property.pdf/>

Substitute W-9: [45-53-Form Rec of Dist and Req for Taxpayer Num and Cert \(wsu.edu\)](https://ucomm.wsu.edu/45-53-Form-Rec-of-Dist-and-Req-for-Taxpayer-Num-and-Cert-(wsu.edu))

Purchase Orders (POs):

POs are used for transactions with suppliers/vendors outside of WSU (*i.e. Dismore's, Safeway*). The supplier/vendor will submit an invoice to WSU after the purchase is made. Submit the complete and approved "Purchase Request" form along with any supporting documents to si.finance@wsu.edu at least 72 hours prior to event. Once the Fiscal Team sends the **official** PO to you, please provide it to the supplier/vendor. Scan and email any receipts, invoices, attendee lists, packing slips, etc. to si.finance@wsu.edu **immediately** after the event.

Services & Activities Fees Spending Guidelines: Please review these guidelines when spending S&A funds.

<https://budget.wsu.edu/documents/2019/06/sa-spending-guide.pdf/>

Sponsorships:

Many of our committees/groups either give or receive sponsorships to/from other groups/suppliers. If our office will facilitate a purchase of items/services, please complete our "Purchase Request" form. Use our "Sponsorship Request" form when a vendor/supplier will be sending WSU a check or when we are working directly with another WSU department for a previous or pending expense (for an accounting journal ~ formerly known as an ETR/expense transfer). We are not allowed to donate money to charities.

Swag/Promotional Items:

If you would like to order items with the WSU logo, you must order from a licensed/approved vendor. Please visit:

<https://trademarks.wsu.edu/licensed-vendors/>. If ordering face mask or other branded items, order through **WSU Design & Printing Services** at <https://wsu.presswise.com/catalog/?g=11&y=1025>. If you are using a club logo on your merchandise, you can select any appropriate vendor/supplier. Student apparel/uniforms is limited to \$50 maximum per person per academic year.

Tax:

Washington State University is not exempt from paying sales tax. The point of destination (use, delivery or consumption) becomes the basis for the amount of sales tax charged. If a vendor does not charge WSU sales tax on a taxable item, the amount of the sales tax will be charged to the account (known as compensation or comp tax).

<https://bursar.wsu.edu/sales-tax-based-on-destination/>

WA Invoice Vouchers (WIV):

The State of Washington Invoice Voucher is used to make payments to an outside supplier/vendor, contractors, speaker fees, etc. The Fiscal Team will send the official WIV form to the appropriate person/supplier/vendor. Submit the complete and approved "Purchase Request" form along with any supporting documents to si.finance@wsu.edu at least 4 weeks prior to payment due date.

Please scan and email the completed request form and all supporting documentation (*confirmations, invoices, receipts, attendee lists, agreements, etc.*) to si.finance@wsu.edu.