

Student Involvement/GPSA Purchasing Instructions

IRI & PO Authorization

The IRI (Interdepartmental Requisition & Invoice) & PO (purchase order) request forms can be used for WSU vendors (IRIs) or non-WSU vendors (POs).

PCard Authorization

The pcard request forms can be used for online or phone purchases (in-store purchases can only occur if an authorized GPSA staff member accompanies you).

Which Form to Use?

Attached is our list of Common Vendors and Methods of Payment. This should help you decide which form to complete (IRI/PO vs. Pcard).

Food, Meals, Refreshments

Our GPSA Affiliate Funding does not require a Request to Serve Food form. However, the “purpose” is required on either request form along with an indication of a **List of Attendees** (attached) or if the event is **open to the public**. List of attendees forms are also located in the forms spinning rack in our office (CUB 320), but you can also submit the list via email or a hard copy written list (*the list needs to indicate each participant’s relationship to the University, e.g., employee, official, guest*). Alcohol is prohibited. We can only pay for meals at the current Federal per diem meal rates. The maximum meal per diem amount **per person** (*including* tax and gratuity/tip) in Pullman/Moscow is currently:

\$14.00 for Breakfast

\$16.00 for Lunch

\$25.00 for Dinner

RSO Account Expenses (ETRs)

If you have an expense that has already posted in your **RSO account** that is to be sponsored by GPSA funding, please complete a PO/IRI request form. In the “Description of Purchase” box, please write:

ETR from 6680-__ __ __ {indicate your RSO account #} **plus** write a brief description of the expense.

We will need a copy of the receipt/invoice (and a list of attendees, if applicable for the event). Once the ETR has been processed, the funds will be returned to your RSO account.

Completing the Purchase Request Forms

Please read and complete the form in its entirety. Please write “**6601-0108**” in box for the budget & project #. Once you have completed your purchase request form(s), sign the bottom as the requestor.

Purchase Request Form Approval:

As the both forms indicate, please allow a **minimum of 48 hours** for the processing of your purchase request. Once you have completed the form(s), please deliver the form to the GPSA Office (CUB 308) or email the request form(s) to:

TO: Venice Guillory-Lacy: vpgpsa@wsu.edu

CC: Ralph Chikhany: presgpsa@wsu.edu

CC: Kandi Kambitsch: kandi@wsu.edu

Denise Boyd (boydenise@wsu.edu) is our primary staff member for Pcard purchases, while Kandi Kambitsch (kandi@wsu.edu) is primary for POs/IRIs and ETRs. Depending on your purchase request method, you may be contacted by either one.

Receipts/Invoices

Each vendor should provide you with an itemized/detailed receipt **OR** invoice for your purchase; it must show all of the items purchased, not just a total. Please submit the **original** receipts/invoices to our office (Denise or Kandi, whomever facilitated your purchase) immediately after the event or after the purchase is made (the same day or the following business day is preferred). If you receive the receipt/invoice via email, please forward it to our office (Denise or Kandi, whomever facilitated your purchase). If a **gratuity or tip** is added to the receipt/invoice total for any food/beverage purchases, please be sure that **TOTAL** amount is reflected on the itemized/detailed receipt.

Year-End Deadlines

All purchasing requests and ETR requests for GPSA Affiliate Funding **must be submitted** to our office **before May 15, 2020**. However, exceptions can be requested (*in advance prior to May 15, 2020*) for events that occur between May 16, 2020 and June 30, 2020. Once our deadline has passed, funding requests can no longer be processed due to fiscal year requirements.

NOTE: If the GPSA staff has given you different deadline dates, please confirm with the GPSA staff.

If you have further finance/purchasing questions, please contact our fiscal team members:

Susan Butts, Finance/Budget Manager: sbutts@wsu.edu, 509-335-6243

Kandi Kambitsch, Fiscal Specialist: kandi@wsu.edu, 509-335-4717

Denise Boyd, Fiscal Specialist: boydenise@wsu.edu, 509-335-7574

Washington State University Student Involvement Common Vendors and Methods of Payment

Vendor Name	Methods of Payment Accepted			Comments
	P-Card <i>(green form)</i>	Purchase Order <i>(blue form)</i>	IRI <i>(blue form)</i>	
4imprint	X			
Adventures in Advertising	X	X		
Airway Hills Driving Range & Miniature Golf		X		
Allied Music Services		X		
Amazon	X			Student Involvement has Prime!
AMP'D Entertainment		X		
Arnett Designs	X			
Artists In Cellophane		X		
B & H Photo	X			
Banyan's on the Ridge	X	X		Meal per diem limits apply! No alcohol!
Barnes & Noble Café (WSU CUB)	X			
Birch & Barley	X	X		Meal per diem limits apply! No alcohol!
Black Cypress	X	X		Meal per diem limits apply! No alcohol!
Bookie (WSU CUB Bookstore, Barnes & Noble)	X			
Carlita's Mexican Grille (WSU CUB)			X	Meal per diem limits apply!
Carpenter Screen Printing	X	X		
College Hill Custom Threads	X*	X		*Add 3% for p-card purchases.
Costco	X			Get WSU Membership Card at Service Desk!
CougarExpress Mail (WSU CUB)			X	
CougPrints Plus (WSU CUB)			*	*Complete CougarPrints Plus order form.
Crimson & Gray Bookstore	X			
CustomInk.com	X	X		
Daily Grind Espresso - Pullman	X	X		
Degy Booking International		X		
Dell Computers	X			
Dissmore's IGA	X	X		Vendor adds 1% service fee to POs.
Dollar Tree	X			
Domino's Pizza	X	X		Meal per diem limits apply! No alcohol!
Emerald Chinese Restaurant	X	X		Meal per diem limits apply! No alcohol!
Etsi Bravo	X	X		Meal per diem limits apply! No alcohol!
Facebook	X			
Ferdinand's (WSU Creamery)			X	
Forbes Marketing Group	X	X		
Fork in the Road Catering (South Fork)		X		Meal per diem limits apply! No alcohol!
Foundry Kitchen & Cocktails	X	X		Meal per diem limits apply! No alcohol!
Freshen's (WSU CUB or WSU Chinook)			X	Meal per diem limits apply!
Friends of Gladish		X		
Fujiyama Japanese Steakhouse	X	X		Meal per diem limits apply! No alcohol!
Golden Teriyaki	X	X		Meal per diem limits apply! No alcohol!
Google	X			
Gridiron Burgers & Fries (WSU CUB)			X	Meal per diem limits apply!
How to Concerts		X		
Impact Lighting Systems		X		
Jimmy John's Gourmet Sandwiches	X	X		Meal per diem limits apply! No alcohol!
La Casa Lopez	X	X		Meal per diem limits apply! No alcohol!
Little Caesar's Pizza	X	X		Meal per diem limits apply! No alcohol!
Mandarin House	X	X		Meal per diem limits apply! No alcohol!
Mela Bangladeshi Cuisine	X	X		Meal per diem limits apply! No alcohol!
Michael's Craft Store	X			
MTR Western Bus Charters, LLC		X		Blanket PO # B690357
Neill's Flowers	X	X		
New Garden Restaurant	X	X		Meal per diem limits apply! No alcohol!

Vendor Name	Methods of Payment Accepted			Comments
	P-Card <i>(green form)</i>	Purchase Order <i>(blue form)</i>	IRI <i>(blue form)</i>	
Northwest Engraving Service - Lewiston	X			Discount on nametags, nameplates!
Nuevo Vallarta	X	X		Meal per diem limits apply! No alcohol!
Office Depot	X			State contract; see p-card green form!
Panda Express (any)	X	X		Meal per diem limits apply! No alcohol!
Paradise Creek Brewery	X	X		Meal per diem limits apply! No alcohol!
Pizza Hut	X	X		Meal per diem limits apply! No alcohol!
Pizza Perfection	X	X		Meal per diem limits apply! No alcohol!
Pizza Pipeline (any)	X	X		Meal per diem limits apply! No alcohol!
Planet 3 Extreme Air Park	X*			*P-Card exception approval required!
Porch Light Pizza	X	X		Meal per diem limits apply! No alcohol!
Precision Engraving	X			Discount available with Northwest Engraving!
Pullman Building Supply	X	X		
Pullman Chamber of Commerce		X		Meal per diem limits apply!
Pullman Fire Department (City of Pullman)		X		
Pullman Parks & Recreation	X			
Qdoba Mexican Grill	X	X		Meal per diem limits apply! No alcohol!
Rancho Viejo	X			Meal per diem limits apply! No alcohol!
Restaurants (in general)	X	X		Meal per diem limits apply! No alcohol!
Reunion Coffeehouse (WSU CUB)			X	Meal per diem limits apply!
Rico's Smokehouse Restaurant	X	X		Meal per diem limits apply! No alcohol!
Rite Aid	X			
Safeway	X	X		
Schweitzer Event Center (SEL)		X		
Silverwood Theme Park	X*	X		*P-Card exception approval required!
Snapchat (Snap Geofilters)	X			
South Fork Public House	X	X		Meal per diem limits apply! No alcohol!
Staff Pro, Inc.		X		
Staples - Moscow	X			State contract is with Office Depot.
Starbucks (Stadium Way)	X	X		
Starbucks (WSU CUB - Bookie)	X			
Starbucks (WSU Spark Building)			X	
Stubblefield's Bar & Grill	X	X		Meal per diem limits apply! No alcohol!
Subway (<i>indicate CUB or Main Street</i>)	X	X		Meal per diem limits apply!
Sun Rental Center	X	X		PO is preferred!
Sweet Mutiny Froyo & Cupcakes	X	X		
Taco Del Mar	X	X		Meal per diem limits apply! No alcohol!
Thai Ginger Restaurant	X	X		Meal per diem limits apply! No alcohol!
Tokyo Seoul	X	X		Meal per diem limits apply! No alcohol!
Twitter	X			
Union Marketplace (WSU CUB)			X	
University of Idaho (departments)	X	X		
Village Centre Cinemas	X*	X		*P-Card exception approval required!
Walmart	X			
Winco (Moscow)				NO WSU purchase methods allowed.
WSU Bookie (WSU Bookstore, Barnes & Noble)	X			
WSU CoreTech	X		X	
WSU Departments			X	
Zeppoz	X*	X		*P-Card exception approval required!

List of Attendees

Name of Event:	Date(s) of Event:
Purpose of Event:	

Name <i>(first & last, please print)</i>	Relationship to WSU
1.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
2.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
3.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
4.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
5.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
6.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
7.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
8.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
9.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
10.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
11.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
12.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
13.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
14.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
15.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
16.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
17.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
18.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
19.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
20.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
21.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
22.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
23.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
24.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official
25.	<input type="checkbox"/> WSU Employee <input type="checkbox"/> Guest <input type="checkbox"/> WSU Student <input type="checkbox"/> Official

Please return this form to the WSU Student Involvement Office.

Only WSU GPSA paid employees may check out a PCard!

Complete this form to use the departmental credit card to purchase items for your program. Be sure that you are familiar with the guidelines on the back of the page. When complete, please submit to the GPSA office at least 48 hours in advance.

- Online Purchase**
Attach copy of item(s) to be purchased, order form, registration form, etc.
- In-Store Purchase**
(i.e. Costco, Dollar Tree, Michael's, JoAnn Fabrics, The Bookie, Walmart)
- Phone/Fax Purchase**
Attach copy of item(s) to be purchased, order form, registration form, etc.
- Office Depot Purchase**
<https://business.officedepot.com>
Login: WSUPRICE; Pw: WSUprice1 "Share cart" with boydenise@wsu.edu

Requester's Name:		Phone/Email:	Today's Date:
Committee/Project Name:		Budget #:	Project #:
Name of Event/Program:		Date(s) of Event:	
Requested PCard Use Estimated Times:	Pickup Times: Monday – Friday, 8:00 a.m. to 3:00 p.m. Return Times: Monday – Friday, 8:00 a.m. to 4:45 p.m. NO OVERNIGHT OR WEEKEND USE without receiving PCard owner and advisor prior approval in advance.	PCard Owner:	
Pickup Date: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> Annual Delegation Form Complete?	
Return Date: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> Temp. Delegation Form Complete? <small>Bookie, Dollar Tree, JoAnn's, Panda, Safeway, Walmart</small>	

Vendor Name:	
Address/City/State/Zip:	
Vendor Contact:	Vendor Phone/Email/Website:

You do not need to fill in the address if we have done business with this vendor. Ask your advisor!

Be as specific as possible! Include a detailed description of the items, who the items will be used by and for what purpose, program or event.

Description of Purchase:

Purpose of Expense:

<input type="checkbox"/> Conference Registration? A Travel Authority must be approved before this purchase! TA #: _____
<input type="checkbox"/> Food, Snacks or Beverages? <input type="checkbox"/> Attendee list provided before or after event <input type="checkbox"/> Open to the public Purpose of Expense above is required!
GPSA PDI # 6601-0102 (ONLY!): Please attach a completed & approved Request to Serve Food form 5 working days before the event.
<input type="checkbox"/> Gift or Award? <input type="checkbox"/> Speaker <input type="checkbox"/> Guest <input type="checkbox"/> Artist <input type="checkbox"/> Other: _____ Check with your advisor for maximum amount & details.
<input type="checkbox"/> Meals? NOT ALLOWABLE on PCard for student use. Use "Blue Form" for Purchase Order or IRI. Pullman per diem max: B=\$14, L=\$16, D=\$25
<input type="checkbox"/> Printing? Prohibited from non-WSU vendors, unless prior written approval is received from WSU Director of Printing, Steve Rigby. Attach copy.
<input type="checkbox"/> Prizes over \$10? A Prize Log is required (turn in to support staff after your event)! Check with your advisor for maximum amount & details.
<input type="checkbox"/> Sponsorship? Attach one: <input type="checkbox"/> ASWSU Funding Application form <input type="checkbox"/> Sponsorship Request form <input type="checkbox"/> Other documentation outlining the sponsorship.

Shipping Address: WSU GPSA (Your Name), 308 CUB 100 Dairy Road Pullman, WA 99164-1120	Billing Address: Washington State University PO Box 641020 Purchasing Svcs Pullman, WA 99164-1020	IMPORTANT! • DO NOT ship items to your home! • NOTIFY support staff when the items have been received. • IMMEDIATELY turn in all receipts, invoices, and packing slips. • CONTACT support staff if this order is changed or cancelled.
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PLEASE ALLOW 48 HOURS FOR PROCESSING!



	Estimated \$	Actual \$
Cost Subtotal		
Shipping/Handling <small>(See "Shipping" other side)</small>		
Tax (Pullman = 7.8%)		
TOTAL <input type="checkbox"/> Not to exceed		

The estimated cost must be completed prior to receiving the purchasing card.
The actual cost will be completed after the purchase is made by the support staff.

Signature of Requester (Verifies that I have reviewed the other side of this page):	
Signature of GPSA Authority:	Signature Account Authority/Advisor:
If anticipated expense is over \$1,000, Signature of SI Executive Director:	

ALL SIGNATURES ARE REQUIRED BEFORE RECEIVING THE PURCHASING CARD!
If "requester" and "account authority" are the same, sign on Account Authority line ONLY. "Advisor" must approve before Account Authority can sign, if not the same person.

Support Staff Use
Req. #: _____

Purchasing Card Guidelines & Tips

Filling out the PCard Log Sheet

The PCard log must be completely filled out each time the purchasing card is signed out and then signed back in for every purchase. **No exceptions!** ***Only WSU Student Involvement employees may check out a PCard!***

Reasons for Decline

Disallowed merchant category (such as airlines), spending limit exceeded, number of transactions per day exceeded, incorrect card expiration date, blocked merchant, or incorrect or missing 3-digit security code. *Please contact the support staff **immediately** if the card you are using is declined.*

Receipts/Invoices

Please make sure that you provide an **original detailed receipt** for all purchases. If your receipt does not list **clearly** what you have purchased, please make a note of the items you have bought. If you are purchasing online, please print out the final invoice and turn it in to support staff. If the vendor does not provide you with a receipt, please contact the support staff **immediately!**

Security of the PCard

Safeguard card security at all times! Report lost or stolen cards **IMMEDIATELY** to the Cardholder. When ordering online, ensure that the Pcard number **IS NOT** saved in a personal account.

Shipping

Please plan ahead to **avoid** excessive shipping fees. WSU has contracted rates for shipping with UPS & FedEx. Please check with the support staff for our UPS & FedEx account numbers. *Safeguard these account numbers!*

Typical PCard Purchases

Subscriptions, membership fees, registrations, office supplies, refreshments, laboratory and instructional supplies, purchases from retail merchants, and other on-line merchants. *Please review the list of **Prohibited Purchases** below!*

Prohibited Purchases

Certain goods and services are **unallowable** for purchase with the WSU PCard, due to State regulations, University policies and/or risk factors. Written requests for exceptions can be considered for unusual circumstances. Exceptions **must be approved** by the WSU Pcard Program Administrator with **2 weeks advance notice**. Please complete the appropriate exception request form located at <http://purchasing.wsu.edu/RestrictedPCardPurchases.html> and submit with the request form to the support staff. Prohibited purchases include:

Alcoholic beverages

Donations, table sponsorships

Entertainment; which includes event/movie tickets

Furnishings: carpet, floor covering, window coverings, furniture requiring assembly or installation

Gasoline and diesel

Gifts/Gift Cards, except as allowable under 17A funds [Documentation must satisfy requirements of BPPM 70.33]

Items for personal use [Violations are to be reported to PCard Administrator and cardholder must immediately reimburse WSU by personal check.]

Meals NOT ALLOWABLE on PCard for student use. Use "Blue Form" for Purchase Order or IRI. (Snacks, sandwiches, pizza, etc. are allowable.)

Payments to individuals, employees, students

Printing/Copies/Binding: business cards, business stationery, other print jobs [Goods and services provided by University Communications are prohibited]

Purchases for Registered Student Organizations (RSOs) & student clubs [Budget 6680 – see BPPM 70.18]

Purchases from WSU departments [Athletics, BCU, CUB, Creamery, Parking Services, University Recreation, etc.]

Telephone calls, calling cards, track phones, track phone minutes

Travel expenses for WSU employees: transportation, hotel reservations, lodging, meals, fuel

Weapons and ammunition

Other prohibited purchases: air conditioners, appliances for break rooms (coffee makers, refrigerators, microwaves), capitalized equipment, cash advances, contracts and lease payments, controlled substances, equipment purchased with trade-in credit, household moving expenses, monthly cell phone charges for employee-owned cell phones, over-the-counter medications for first aid kits, radioactive materials, tax exempt research equipment, transactions split to circumvent the direct buy limit, vehicles and vessels with titles (mopeds, cars, boats, etc.).



GPSA INTERDEPARTMENTAL REQUISITION (IRI) & PURCHASE ORDER (PO) AUTHORIZATION

“Blue Form”

Complete this form and submit to the Student Involvement office or your advisor/fiscal authority at least **48 hours in advance**. This information will be used to generate the university IRI or PO. This form is **not** an official IRI or PO and should **not** be given to the vendor.

Prohibited Items: gift cards, gift certificates, alcohol, non-WSU vendor printing, contracts for services, furniture, floor/window coverings, telephone calling cards, travel expenses, or personal items.

Interdepartmental Requisition/Invoice (IRI)
(WSU departments only)
(i.e. AMS, Beasley, BCU, Carlita's, CUB, Evergreen, Ferdinand's, University Printing)

Purchase Order (PO)
(Non-WSU vendors)
(i.e. Dissmores, Panda, Safeway, South Fork, Subway)

Requester's Name:	Phone/Email:	Today's Date:
Committee/Project Name:		Budget #: Project #:
Name of Event/Program:		_____
Event Location (Building & Room):		\$ or %: _____
		Date(s) of Event:

Vendor Name:	
Address/City/State/Zip:	
Vendor Contact:	Vendor Phone/Email:

You do not need to fill in the address if we have done business with this vendor. Ask your advisor!

Description of Purchase:

Be as specific as possible! Include a detailed description of the items, who the items will be used by and for what purpose, program or event.

Purpose of Expense:

<input type="checkbox"/> Advertising? Ad run dates: _____
<input type="checkbox"/> Conference Registration? A Travel Authority must be approved before this purchase! TA #: _____
<input type="checkbox"/> CUB Catering/Event Scheduling? Please give the following to the SI office: <input checked="" type="checkbox"/> Confirmation (before event), <input checked="" type="checkbox"/> Invoice & Billing Detail (after event).
<input type="checkbox"/> Food, Snacks or Beverages? <input type="checkbox"/> Attendee list provided before or after event <input type="checkbox"/> Open to the public Purpose of Expense above is required! GPSA PDI # 6601-0102 (ONLY!): Please attach a completed & approved Request to Serve Food form 5 working days before the event . Pullman per diem maximum (including tax & gratuity): B=\$14, L=\$16, D=\$25 (rates vary by location ~ check with the fiscal staff!)
<input type="checkbox"/> Gift or Award? <input type="checkbox"/> Speaker <input type="checkbox"/> Guest <input type="checkbox"/> Artist <input type="checkbox"/> Other: _____ Check with your advisor for maximum amount & details.
<input type="checkbox"/> Printing? Order submitted via: <input type="checkbox"/> CougSync <input type="checkbox"/> Online ; attach order <input type="checkbox"/> Email ; attach email(s) regarding order. A WSU vendor is required!
<input type="checkbox"/> Prizes over \$10? A Prize Log is required (turn in to support staff after your event)! Check with your advisor for maximum amount & details.

**PLEASE ALLOW
48 HOURS
FOR PROCESSING!**



	Estimated \$	Actual \$
Cost Subtotal		
Shipping/Handling		
Tax (Pullman = 7.8%)		
TOTAL <input type="checkbox"/> Not to exceed		

Remember, we can only pay for meals at WA per diem rates. See support staff with questions.

Final Paperwork Routing (when approved IRI or PO is ready):
 Hold for Pick-Up by: _____ Mail to vendor Email to: _____ Fax #: _____

Signature of Requester:	Signature of GPSA Authority:
Signature Account Authority/Advisor:	

If “requester” and “account authority” are the same, sign on Account Authority line ONLY. “Advisor” must approve before Account Authority can sign, if not the same person.

Make sure you **turn in all receipts** to support staff immediately after your event!
Don't forget – we **always** need **original receipts!**

Support Staff Use
Req. #: _____
K #: _____
Ref. #: _____