

Student Involvement/GPSA Purchasing Instructions

Which Form to Use?

The updated form can be found on the following website
<https://studentinvolvement.wsu.edu/forms>

IRI & PO Authorization

The IRI (Interdepartmental Requisition & Invoice) & PO (purchase order) request form can be used for purchasing. IRI is used to purchase from a WSU vendor while the PO is used to purchase from a non-WSU vendor.

Pcard Authorization

The Pcard request can be used for online or phone purchases such as, in-store purchases. An authorized GPSA staff member must accompany you to use the Pcard.

Typical PCard Purchases

Subscriptions, membership fees, registrations, office supplies, refreshments, laboratory, and instructional supplies, purchases from retail merchants, and other on-line merchants.

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>

Prohibited purchases include:

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

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RSO Account Expenses (ETRs, reimbursement pathway)

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 {indicate your RSO account PG#} **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 “**PG00009042**” in box for the budget & project #. Once you have completed your purchase request form(s), email it to the VP at vpgpsa@wsu.edu. Please allow a **minimum of 72 hours** for the processing of your purchase request.

Receipts/Invoices

Each vendor should provide you with an itemized/detailed receipt **OR** invoice for your purchase. Please EMAIL the receipts/invoices to the VP at vpgpsa@wsu.edu immediately after the event or after the purchase is made (the same day or the following business day is preferred). 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.

Food, Meals, Refreshments

There is no special request or form to serve Food. However, the “purpose” is required on the purchase request form along with an indication of a **List of Attendees** 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

Year-End Deadlines

All purchasing requests and ETR requests for GPSA Affiliate Funding **must be submitted** to our office **before May 15, 2022**. However, exceptions can be requested (*in advance prior to May 15, 2022*) for events that occur between May 16, 2022, and June 30, 2022. Once our deadline has passed, funding requests can no longer be processed due to fiscal year requirements.

If you have further finance/purchasing questions, please contact:

Marwa Aly, GPSA Budget chair: vpgpsa@wsu.edu

Matt Shaw, Associate Director: Matt.shaw@wsu.edu
