

6.3 – Purchasing Checklist (Business Center)

- Complete [purchasing request form](#)¹. If you have any questions about completing the form please see administrative assistant. If you have questions about budget/project, or expenditure authority approval, please see administrative manager.
 - Student/student club requests MUST be signed by faculty advisor and the budget coding/account name must be filled in.
 - Request to Serve Food will be prepared and authorized in the SDC and sent to the Business Center as necessary. The request must include list of attendees.

- Purchase or vendor invoice payment request is received in Business Center. Efficient purchase or [payment method](#) is determined and processed accordingly.
 - Orders usually get placed on the same day or a day or two later depending on the number of purchases requested. If an item is urgently needed, please indicate on requisition form and inform the purchaser verbally or by email when the order is submitted.
 - Purchasing cards are available in the Business Center for checkout. Original receipts must be returned to the Business Center when the purchasing card is returned. You must be on a current paid appointment with WSU to check out a purchasing card. This policy applies to faculty, staff, and students.

- Non-Grant Contracts:
 - Hotel Contract – initiated between the SDC and facility; the SDC submits the contract to [Business Affairs Contracts Office](#), for contract negotiations with the facility. A copy of the signed final contract should be sent to the Business Center to pay invoices. If someone other than the claimant pays for lodging, a list of who stayed in the lodging is required.
 - Rental Agreements, Lease and Land Use Contracts – SDC works with [Business Affairs Contracts Office](#) directly.

- Gifts:
 - [Gift Transmittal Form](#) and the funds received by the SDC are processed by the SDC.

Forms: <https://vcea.wsu.edu/faculty-staff/business-center/purchasing/#forms>

Questions? <https://vcea.wsu.edu/faculty-staff/business-center/purchasing/#faqs>

Contact: The [Business Center](#) is located in Dana Hall, Room 152. The hours of operation are Monday-Friday 8:00am to 5:00pm. The phone number is (509) 335-5827. The manager is Donna Clark (e-mail donnac@wsu.edu). Purchaser contact is Monika Jones (monika.jones@wsu.edu).

¹ The purchasing form must be submitted with department requisition number on it.