1. Request purchase of item(s) with total UNDER $5,000
   Send email to sdc.admin@wsu.edu with the following information:
   
   a. Brief reason for purchase
   b. Part # for exact product, quantity requested, color (if applicable)
   c. Link to website or quote provide from vendor
   d. **AND Account # to charge expense**: Program, Grant or Gift number with the name included
      
      i. *If this is NOT known, please “cc” your respective Program Head so that they can provide the appropriate account # and name.*

   Examples: PG00001234 Barnes Special Course Fee
   GR00001234 Barnes – DOE Admin Grant

2. Request purchase of item(s) with total OVER $5,000
   Send email to sdc.admin@wsu.edu with the following information:
   
   a. Part # for exact product, quantity requested, color (if applicable)
   b. Link to website or quote provide from vendor
   c. **AND Account # to charge expense**: Program, Grant or Gift number with the name included
      
      i. *If this is NOT known, please “cc” your respective Program Head so that they can provide the appropriate account # and name.*

d. SDC Admin will evaluate if a Requisition & Purchase Order is necessary
e. SDC Admin will contact you to discuss orders over $10K as a Sole Source Justification will be required if we do not want the order to go out to bid.