

WASHINGTON STATE UNIVERSITY

INTERDEPARTMENTAL REQUISITION AND INVOICE

INVOICE NUMBER

Refer to *Business Policies and Procedures Manual 70.05* for complete instructions.

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REQUISITIONING DEPARTMENT

DEPARTMENT	FUND	SUBF	PROG	BUDGET	PROJECT	OBJ	SUB	T.T.	
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VENDOR DEPARTMENT

DEPARTMENT	FUND	SUBF	PROG	BUDGET	PROJECT	SRCE	SUB	T.T.	
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DATE	DELIVER TO: (BUILDING/ROOM)	MAIL CODE	DEPT REQ NO.	CONTACT INDIVIDUAL	TELEPHONE	E-MAIL ADDRESS
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ITEM	STOCK NO.	DESCRIPTION/RECEIVED BY	QUAN ORD	UNIT	FOR VENDOR DEPARTMENT USE		
					QUAN DEL	UNIT PRC	TOTAL
		Double space between items.					

EXPENDITURE AUTHORITY

NAME OF AUTHORIZING OFFICIAL	SIGNATURE	DATE
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**INVOICE
TOTAL**

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