

**TO: AFO's**

January 16, 2020

We are now entering the second year of the Adobe three year contract for Creative Cloud. Charges for Adobe Creative Cloud for year one will be hitting the budgets soon.

The cost per license will be \$165. Your budget will be charged for license commitments based on your department requisition. If any budget changes are needed an ETR process will be required. Please complete an ETR and forward to [accounts.payable@wsu.edu](mailto:accounts.payable@wsu.edu).

**The budget charges reference Washington State University Contract # 20435 and Adobe Invoice # 4900033744. Please use this email for your reconciliation documentation.**

If you have any questions or concerns, please contact us at [purchasing@wsu.edu](mailto:purchasing@wsu.edu) or (509) 335-3541.

Thanks,



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