

From: controllers_office-bounces@lists.wsu.edu on behalf of controllers_office@lists.wsu.edu
Sent: Tuesday, October 21, 2014 1:24 PM
To: controllers_office@lists.wsu.edu
Subject: [Controllers_office] Important information regarding the purchase of water
Attachments: ATT00001.txt

Follow Up Flag: Follow up
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Good afternoon,

Water services (i.e. Culligan, Idaho Ice, etc.) for **employee consumption** are considered a non-allowable purchase, regardless of funding type, where potable water is already provided by the University.

If departments elect to have water services, it is considered personal preference. Therefore the individuals partaking in the water services must personally pay for the expenses.

Accounts Payable is now monitoring water service payments regardless of purchase type (i.e. Department Order, Blanket or Purchasing Card).

Keep in mind, this does not affect our light refreshments policy ([70.31](#)) or water services for guests, donors, events, etc.

Please direct questions to Accounts Payable at 335-2060 or email Gerik Kimble at gerik_kimble@wsu.edu.

Thank you,

Controller's Office
Washington State University

Please address general questions, comments or suggestions to joy.morton@wsu.edu

