

Having trouble downloading Pcard forms?

WSU employees who connect to the Internet through firewalls and from non-wsu.edu domains may have difficulty accessing PDF forms from the Business Policy & Procedure Manual. To overcome this difficulty, do the following:

- Verify you have [Adobe Acrobat Reader](#) installed on your computer
- Go to <http://www.wsu.edu/forms2/index.cgi>
- Sign in with a WSU Network ID and password
- Scroll to the PDF Version Manuals (Alternate Access):

PDF Version Manuals (Alternate Access)

WSU users who connect to the Internet through non-wsu.edu domains must select from the links on this page in order to view the PDF manual sections and forms. The "Text and Graphics" (PDF) version has been specifically formatted for printing and includes text, tables, forms, and samples.

NOTE: WSU users may select the "Forms Index" links on this page for alternate access to the PDF forms.

ALTERNATE ACCESS
Text & Graphics (PDF) Formatted for printing
BPPM: • Table of Contents (By Chapters)

- Click on BPPM "Table of contents (By Chapters)" and click on the Chapter 70 link box

Position Control	58.00
Personnel	60.00
Purchasing	70.00
Services	80.00

- Scroll to Section 70.08 where the Pcard forms are found.

Department Orders	70.07	1-14	09-12
Purchasing Card	70.08	1-17	03-10
Form: Purchasing Card Application	70.08	18-19	03-10
Form: Purchasing Cardholder Agreement	70.08	20	03-10
Form: Roles and Responsibilities Agreement (Purchasing Card Annual Renewal)	70.08	21	03-10
Form: Departmental Monthly Log Sheet	70.08	22	03-10
Form: Purchasing Card Change Request	70.08	23-24	04-11
Form: Purchasing Card Temporary Delegation	70.08	25	03-10
Form: Purchasing Card Check-Out Log Sheet	70.08	26	03-10

- Select the form you need by clicking on the adjacent 70.08 link box

If this alternative access method fails for you, email prf@wsu.edu or call 509-335-2005 for assistance.