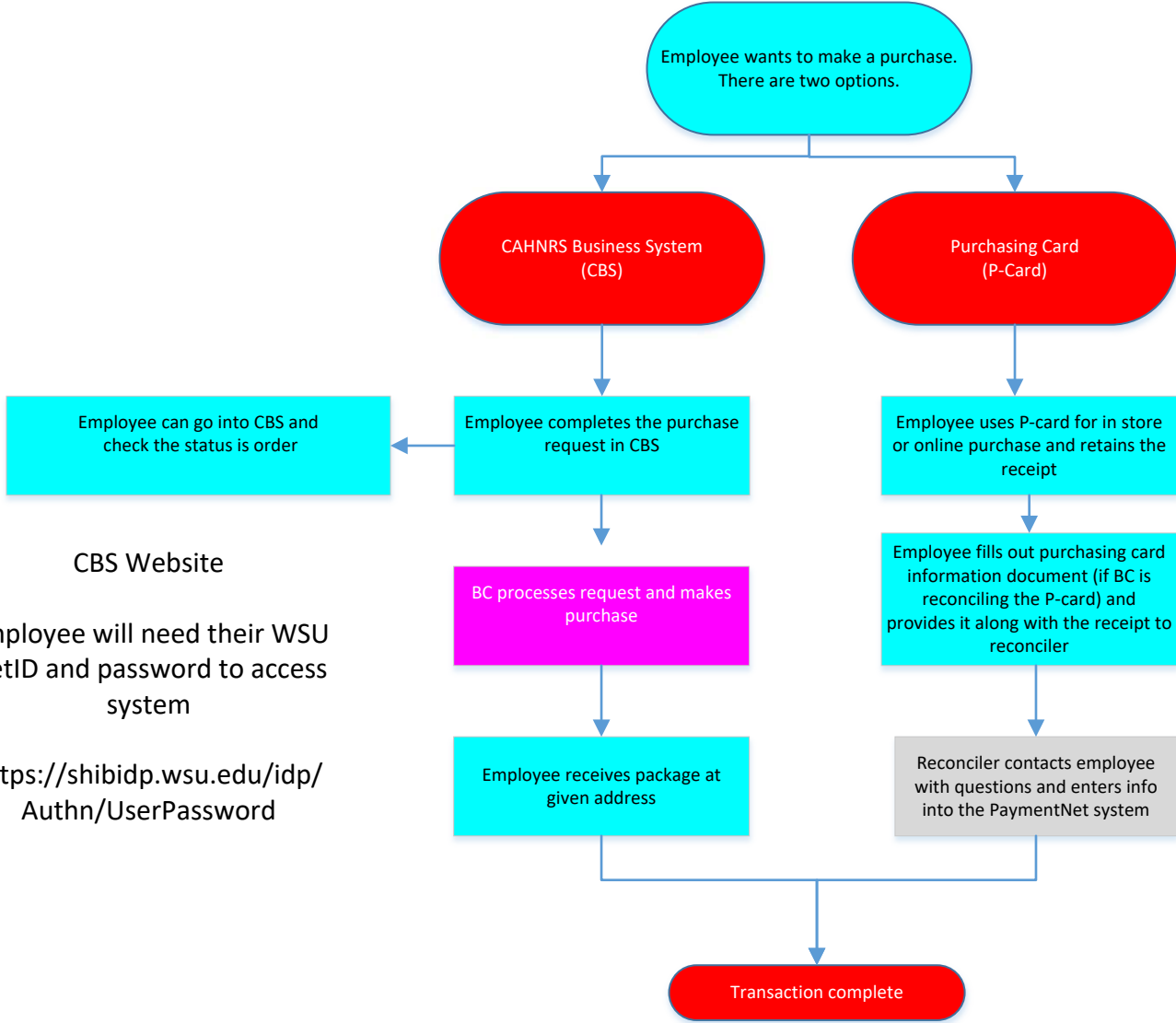


# Purchasing Option Process



Employee can go into CBS and check the status is order

CBS Website

Employee will need their WSU NetID and password to access system

<https://shibidp.wsu.edu/idp/Authn/UserPassword>

Purchasing card transaction document

<http://business-center.cw.wsu.edu/documents/2016/02/purchasing-card-transaction-sheet.pdf>

Business Center  
509.335.7635

Purchasing Website address  
<http://business-center.cw.wsu.edu/purchasing/>

Business Center  
[purchasing.bc@wsu.edu](mailto:purchasing.bc@wsu.edu)