



Check out the Admin webpage on our website!

<https://business-center.cw.wsu.edu/admin/>

TRAVEL

Spend Authorization Reminder:

→ All Spend Authorizations for travel should be submitted and completely approved within Workday prior to the trip start date.

Now available: [The NEW Meal Policy Information B.P.P.M. 95.06](#)

PURCHASING

Here are some things to keep in mind ...

Restricted Purchases

⇒ Alcohol is a **restricted** purchase on a p-card. Email purchasing.bc@wsu.edu for assistance **prior** to buying alcohol.

Food & Beverage Purchases

Request to Serve Food form is **required** when purchasing food and beverages (non-Lab use) on all funding (except for discretionary). A list of attendees is **required** for all purchases including discretionary funds.

P-Card Limits

Be aware of your p-card limits and the 10K direct buy limit.

Transactions split to circumvent the procurement card's single transaction limit, or the direct buy limit, are considered **restricted purchases**.

P-Card Verification

⇒ Remember to add supplier name to p-card verifications.

Email purchasing.bc@wsu.edu p-card questions **BEFORE** emailing purchasing.card@wsu.edu

Thank You