

WSU RECEIPT REQUEST

WASHINGTON STATE UNIVERSITY
OFFICE OF THE CONTROLLER
PULLMAN, WA 99164-1039

Submit an original and one copy of this form to the Cashier's Section of the Controller's Office to request a supply of receipt forms.

COLLEGE/DEPARTMENT	ORG. NO.	MAIL CODE	TELEPHONE
--------------------	----------	-----------	-----------

I am requesting that the following number and type of receipt forms be issued to the above-named department.	NUMBER OF FORMS	<input type="checkbox"/> WSU Receipts (D Receipts) <input type="checkbox"/> Receipt Log Sheets
--	-----------------	---

This request must be approved by either a primary or alternate individual who is authorized to receive WSU Receipts. See BPPM 30.52.1.

APPROVAL NAME (TYPE OR PRINT)	WSU ID NUMBER	APPROVAL DATE
APPROVAL SIGNATURE	BEGINNING RECEIPT NUMBER	ENDING RECEIPT NUMBER

ISSUE DATE	CASHIER'S INITIALS	DATE ENTERED
------------	--------------------	--------------

RECEIVED BY SIGNATURE	RECEIVED BY DATE
-----------------------	------------------

WSU1371-CONTR150-0910

WSU RECEIPT REQUEST

WASHINGTON STATE UNIVERSITY
OFFICE OF THE CONTROLLER
PULLMAN, WA 99164-1039

Submit an original and one copy of this form to the Cashier's Section of the Controller's Office to request a supply of receipt forms.

COLLEGE/DEPARTMENT	ORG. NO.	MAIL CODE	TELEPHONE
--------------------	----------	-----------	-----------

I am requesting that the following number and type of receipt forms be issued to the above-named department.	NUMBER OF FORMS	<input type="checkbox"/> WSU Receipts (D Receipts) <input type="checkbox"/> Receipt Log Sheets
--	-----------------	---

This request must be approved by either a primary or alternate individual who is authorized to receive WSU Receipts. See BPPM 30.52.1.

APPROVAL NAME (TYPE OR PRINT)	WSU ID NUMBER	APPROVAL DATE
APPROVAL SIGNATURE	BEGINNING RECEIPT NUMBER	ENDING RECEIPT NUMBER

ISSUE DATE	CASHIER'S INITIALS	DATE ENTERED
------------	--------------------	--------------

RECEIVED BY SIGNATURE	RECEIVED BY DATE
-----------------------	------------------