

Forms may be available in one or more of the following formats:

- Paper forms from University Stores (US) or the administering department.
- PDF templates from the Business and Safety Policies and Procedures Manuals (BPPM and SPPM).
- Automated FileMaker Pro templates. See the Procedures, Records, and Forms FileMaker web page.
- Electronic Forms. See the Procedures, Records, and forms WSU E-Forms web page.
- Online or paper forms available from the administering department.

<b>Manual Section Reference</b>	<b>Title / Primary Purpose</b>	<b>Formats Available</b>
60.21	<b>Accommodation Request for Disability or Serious Medical Condition</b> (WSU1453) Rev. 4-09 To request reasonable accommodation for an employee or individual with disabilities or a serious medical condition.	PDF
60.44	<b>Annual Report of Consultant and Extended Professional Activities</b> (WSU1329) Rev. 10-00 Used to report faculty outside professional activity.	PDF
60.55	<b>Annual Review: Administrative Professional Employees</b> (WSU1389) Rev. 7-16 Documents current administrative professional employee performance.	<ul style="list-style-type: none"> <li>• PDF</li> <li>• FileMaker</li> </ul>
60.11 60.17	<b>Applicant Self-Identification</b> (WSU1296) Rev. 11-96 To indicate minority status of job applicants.	<ul style="list-style-type: none"> <li>• Online Position Description and Recruitment System (OPDRS) website</li> </ul>
60.38	<b>Area Evaluation/Release</b> (WSU1449) Rev. 4-06 To certify that an area has been decontaminated, that hazardous materials have been removed, and that the area is ready for release to Facilities Services, Operations or new occupants.	PDF
30.70	<b>Auction Bid Gift Transmittal</b> (WSU1444) Rev. 1-21 Accompanies multiple gifts received by WSU units at auction fundraising events and routed to WSU Foundation—Gift Accounting.	PDF

<b>Manual Section Reference</b>	<b>Title / Primary Purpose</b>	<b>Formats Available</b>
30.70	<b>Auction Item Gift Transmittal</b> (WSU1445) Rev. 1-21 Accompanies multiple noncash gifts received by WSU units at auction fundraising events and routed to WSU Foundation— Gift Accounting.	PDF
45.75	<b>Authorized User Questionnaire</b> (WSU1490) Rev. 12-13 Required to screen applicants requesting authorized user access to controlled substances.	PDF
30.65	<b>Bank Account Request</b> (WSU1291) Rev. 6-09 To request authorization to establish a commercial bank account.	PDF
85.48	<b>Business Objects Data Warehouse Access Request</b> (WSU1476) Rev. 1-21 To obtain approval for specified departmental personnel to access the business objects student and financial data warehouses.	PDF
95.45	<b>Certification of Exception to Fly America Act</b> (WSU1501) Rev. 1-21 To request approval for an exception to the Fly America Act.	PDF
5.66	<b>Chemical Collection Request</b> For proper disposal or recycling of chemical substances.	WSU Environmental Health and Safety website
45.75	<b>Controlled Substance Inventory Record</b> (WSU1491) Rev. 12-13 Used to document the inventory of controlled substances on hand at a registered location.	PDF
80.05	<b>Copy Center Work Order</b> (WSU1091) Also called the Fast Copy Order. Request for service when a blanket IRI is on file.	Paper: University Publications & Printing
70.40	<b>Cost/Benefit Analysis</b> (WSU1483) Rev. 7-19 Used to compare the cost of purchasing a vehicle versus long-term lease of a vehicle through the Motor Pool.	PDF
30.55	<b>Credit Card Refund Voucher</b> (WSU1381) Rev. 10-99 To refund purchases paid by credit card.	PDF

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60.30	<b>Cyclic Year Memorandum</b> (WSU1320) Rev. 12-20 To notify employees of cyclic year.	PDF
30.59	<b>Daily Reconciliation Sheet</b> (WSU1398) Rev. 4-16 To compare and balance the register receipts and adjustments against the money on hand at the end of the day.	PDF
60.74	<b>Departure Checklist</b> (WSU1464) Rev. 12-20 To document the completion of required personnel, payroll, computing, financial, facility, property, safety, and research-related procedures when an individual resigns, retires, or is separated from the University.	PDF
60.38	<b>Departure Notice</b> (WSU1448) Rev. 1-21 To notify the Radiation Safety Office and Environmental Health Services of an impending departure of a user of hazardous chemicals or materials.	PDF
45.53 70.44	<b>Distribution Log for Payments of Cash, Gift Cards and Other Cash Equivalents, and Tangible Property</b> (WSU1496) Rev. 8-20 To maintain a log of incentive payments made to research participants.	PDF
30.70	<b>Drop-Off Receipts</b> (WSU1465) Rev. 5-10 To provide WSU unit representatives with documentation of receipt of gift deposit envelopes by courier service drop-off site representatives.	PDF
60.55	<b>Employee Performance Evaluation</b> (WSU1451) Rev. 7-06 Documents current civil service employee performance.	<ul style="list-style-type: none"> <li>• Human Resource Services</li> <li>• PDF</li> <li>• FileMaker</li> </ul>
60.04	<b>Employment Eligibility Verification USCIS Form, I-9</b> Employee identifies them self and establishes eligibility for U.S. employment.	Human Resource Services website
60.19	<b>Employment Record Request</b> (WSU1238) Rev. 8-05 To request employment records from former state employees.	PDF

<b>Manual Section Reference</b>	<b>Title / Primary Purpose</b>	<b>Formats Available</b>
90.50	<b>E-Signature Use Exception Request</b> (WSU1504) New 10-19 To request exceptions to University e-signature use restrictions.	PDF
90.15	<b>Essential Records Schedule</b> (WSU1457) Rev. 10-05 Used to maintain a list of departmental essential records and applicable protection instructions.	PDF
30.75	<b>Establishment of Fund</b> To establish a gift account fund.	Paper: College development officer
30.25	<b>Expenditure Transfer Request</b> (WSU1048) Rev. 12-06 To transfer identifiable direct charges between funding sources.	<ul style="list-style-type: none"> <li>• Paper: US Item #49882</li> <li>• PDF</li> <li>• FileMaker</li> </ul>
80.10	<b>Faculty Textbook Order Sheet</b> Used by faculty to order student textbooks and supplies.	Paper: Bookstore
3.34	<b>Fall Protection Work Plan</b> Rev. 10-92 To document actions taken to prevent falls. Required when working ten feet or more above the level below.	PDF
20.78	<b>Federal Excess Property Request</b> (WSU1303) Rev. 2-08 To request federal excess property.	PDF
10.26	<b>Federal Lobbying Activity Quarterly Report</b> (WSU1366) Rev. 8-06 To report federal lobbying efforts.	Government Relations website
95.37	<b>Fuel Card Application</b> (WSU1480) Rev. 1-21 To request approval for a University fuel credit card used to purchase fuel, emergency roadside assistance, and routine maintenance services (if approved) for University-owned vehicles and equipment.	PDF
95.37	<b>Fuel Card Custodian Agreement</b> (WSU1479) Rev. 1-21 To document employee agreement to the terms of the WSU Fuel Card program and acknowledgment of fuel card custodian responsibilities.	PDF
95.37	<b>Fuel Card Change Request</b> (WSU1486) Rev. 1-21 To request changes to fuel credit card accounts.	PDF

Manual Section Reference	Title / Primary Purpose	Formats Available
7.10	<b>Full-Size Van Driver Safe Driving Practices Acknowledgment Statement</b> (WSU1426) Rev. 7-09 To record driver acknowledgment of risks and recommended safe driving practices for operating a full-size van.	PDF
7.10	<b>Full-Size Van Driver Valid License to Drive and Driving Experience Statement</b> (WSU1427) Rev. 7-09 To record manager/supervisor and full-size van driver acknowledgment of responsibilities prior to and during the driver's assignment to operate a full-size van.	PDF
30.70	<b>Gift Accounting Log Sheet</b> (WSU1467) Rev. 7-13 To document drop-off of gift deposit envelopes at courier service sites.	PDF
30.70	<b>Gift Electronic Funds Transfer Authorization</b> (WSU1450) Rev. 1-21 To authorize an electronic funds transfer directly from a donor's bank to WSU Foundation.	PDF
30.72	<b>Gift In Place Review Sheet</b> (WSU1493) Rev. 12-13 To authorize acceptance of a gift of a completed facility, designed and constructed by a donor for the University.	PDF
30.70	<b>Gift Payroll Deduction</b> (WSU1447) Rev. 1-21 To authorize a one-time or ongoing gift deduction to WSU Foundation—Gift Accounting.	PDF
30.70	<b>Gift Records Cover Sheet</b> (WSU1500) New 1-21 Accompanies each envelope containing gift deposits from WSU Units, which are dropped off at any of the University courier service locations to be delivered to WSU Foundation—Gift Accounting.	PDF
30.70	<b>Gift Transmittal and Acknowledgment</b> (WSU1218) Rev. 1-21 Accompanies gifts routed from WSU units to Advancement Services.	PDF
30.70	<b>Golf Tournament Gift Transmittal</b> (WSU1443) Rev. 1-21 Accompanies multiple gifts received by WSU units at golf tournament fundraising events and routed to WSU Foundation— Gift Accounting.	PDF

<b>Manual Section Reference</b>	<b>Title / Primary Purpose</b>	<b>Formats Available</b>
95.05	<b>Guarantee for Advance of Funds to Nonemployee Student</b> (WSU1499) New 1-21 To request an exception to the travel advance policy to advance funds to a nonemployee student.	PDF
2.52	<b>Hazard Notification</b> (WSU1247) Rev. 1-09 To report safety hazards or unsafe practices.	PDF
60.21	<b>Health Care Provider Statement for Reasonable Accommodation Requests</b> (WSU1455) Rev. 4-09 To request written documentation from a health care provider of evaluation and recommendations for an individual requesting reasonable accommodation.	PDF
2.24	<b>Incident Report</b> (WSU1131) Rev. 1-08 To report accidental injury or work-related illness involving WSU employee or third party; may also be used for property damage.	Human Resource Services website
85.34	<b>Information Technology Computing Invoice and Usage Report</b> Notifies computer users of costs, allocations, and usage of each service.	Paper: Information Technology
70.05	<b>Interdepartmental Requisition and Invoice (IRI)</b> (WSU1017) Rev. 1-21 To requisition goods and services from WSU supplier departments. To set up blanket requisitions with WSU supplier departments.	<ul style="list-style-type: none"> <li>• PDF</li> <li>• FileMaker</li> </ul>
20.50	<b>Inventory Control Report</b> (WSU1033) Rev. 4-03 To report changes in the department's equipment inventory.	<ul style="list-style-type: none"> <li>• PDF</li> <li>• FileMaker</li> </ul>
20.77	<b>Item Evaluation</b> (WSU1439) Rev. 12-07 To submit laboratory, medical, or shop/ industrial items to Surplus Stores.	PDF
85.42	<b>ITS Online Customer Billing Statement</b> Summarizes telecommunications charges to a budget/project, grouped by type of service.	ITS Customer Center website
85.42	<b>ITS Online Customer Call Detail Report</b> Itemizes telephone tolls and telecommunications services charged to an account.	ITS Customer Center website

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50.25	<b>Key Assignment Record</b> (WSU1210) Rev. 8-08 Record of all keys assigned to a single individual.	<ul style="list-style-type: none"> <li>• PDF</li> <li>• FileMaker</li> </ul>
50.25	<b>Key Roster</b> (WSU1264) Rev. 5-95 Record of all key holders in department who have been issued a specific key.	PDF
60.21	<b>Medical Release Statement for Reasonable Accommodation Requests</b> (WSU1454) Rev. 4-09 To request permission from an individual requesting reasonable accommodation to obtain written documentation from a health care provider.	PDF
30.57	<b>Merchandise Credit Memorandum</b> (WSU1311) Rev. 8-91 To credit a non-University customer's account.	Paper: Bursar's Office
60.81	<b>Minor Volunteer Consent and Release</b> (WSU1417) Rev. 10-04 To authorize an individual who is under 18 years of age to perform volunteer work for the University.	PDF
70.08	<b>Missing Document Affidavit</b> (Procurement Card Transactions) (WSU1471) Rev. 1-21 To provide documentation of a procurement card transaction in lieu of a lost purchase receipt.	PDF
85.45	<b>Mobile Communication Services Agreement</b> (WSU1474) Rev. 12-11 To justify, describe, and authorize University allowances for cellular telephone equipment and services.	PDF
85.37	<b>Network Services Account Request</b> (WSU1383) Rev. 1-21 To request, change, or terminate user IDs for network and e-mail.	PDF
30.70	<b>Noncash Gift Transmittal and Acknowledgement</b> (WSU1442) Rev. 1-21 Accompanies noncash gifts routed from WSU units to WSU Foundation—Gift Accounting.	PDF
30.70	<b>Noncash Multiple Gift Transmittal</b> (WSU1446) Rev. 1-21 Accompanies multiple noncash gifts routed from WSU units to WSU Foundation—Gift Accounting.	PDF

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30.30	<b>Nonservice Pay Authorization</b> (WSU1314) Rev. 1-21 To authorize pay to WSU fellows, trainees, interns or other nonservice positions.	PDF
85.48	<b>OBIEE Data Warehouse Access Request</b> (WSU1497) Rev. 1-21 To obtain approval for specified departmental personnel to access the OBIEE data warehouse.	PDF
60.02	<b>Organization Chart</b> (WSU1458) Rev. 7-06 To indicate a position's relationship to other positions in a department for classification or reclassification purposes.	PDF
20.53	<b>Physical Inventory Notification</b> (WSU1386) Rev. 11-99 To notify Controller's Office of an upcoming physical inventory count of a merchandise or consumable inventory.	PDF
20.53	<b>Physical Inventory Value</b> (WSU1387) Rev. 11-99 Used to report the value of the physical inventory count of a merchandise or consumable inventory.	PDF
60.02	<b>Position Description</b> (WSU 1360) Rev. 7-06 Used to describe the job functions of a civil service or administrative professional position for classification or reclassification purposes.	<ul style="list-style-type: none"> <li>• Online Position Description and Recruitment System (OPDRS) website</li> <li>• PDF</li> <li>• FileMaker</li> </ul>
60.02	<b>Position Questionnaire</b> (WSU1440) Rev. 7-06 Used to describe the job functions of an incumbent seeking position reclassification.	PDF
20.50	<b>Property Inventory Card</b> (WSU1058) Computer-generated form provides a record of acquired equipment.	Paper: Property Inventory, Controller
2.46	<b>Public-Access Defibrillator Use Agreement</b> (WSU1477) Rev. 12-09 To request approval to install and use an automated external defibrillator (AED) in a University location.	PDF



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90.05	<b>Public Records Request</b> (WSU1232) Rev. 3-16 To request approval to view and/or copy WSU records.	PDF
70.08	<b>Procurement Card Change Request</b> (WSU1441) Rev. 1-21 To request changes regarding a departmental purchasing card.	PDF
70.08	<b>Procurement Card Check-Out Log Sheet</b> (WSU1470) Rev. 1-21 To log the checkout and return of a procurement card temporarily checked out to a designated departmental employee.	PDF
70.08	<b>Procurement Card Temporary Delegation</b> (WSU1469) Rev. 1-21 Used by a cardholder to temporarily authorize another departmental employee to use a procurement card.	PDF
70.08	<b>Procurement Card Use Exception Request – Contract</b> (WSU1508) New 1-21 To request an exception to make a contract payment with a procurement card.	PDF
70.08	<b>Procurement Card Use Exception Request – Entertainment</b> (WSU1509) New 1-21 To request an exception to pay entertainment expenses with a procurement card.	PDF
70.08	<b>Procurement Card Use Exception Request – Gift Cards</b> (WSU1510) New 1-21 To request an exception to buy gift cards with a procurement card.	PDF
70.08	<b>Procurement Card Use Exception Request – Group Travel or Activity Expense</b> (WSU1511) New 1-21 To request an exception to pay for group travel or activity expenses with a procurement card.	PDF
70.08	<b>Procurement Card Use Exception Request – Restricted</b> (WSU1512) New 1-21 To request an exception to use a procurement card for miscellaneous prohibited purchases or payments.	PDF

<b>Manual Section Reference</b>	<b>Title / Primary Purpose</b>	<b>Formats Available</b>
95.20	<b>Receipt Affidavit</b> (WSU1342) Rev. 1-21 To submit to the Controller in lieu of a lost, missing, misplaced, or inadequate travel receipt.	PDF
30.52	<b>Receipt Log Sheet</b> (WSU1364) Rev. 1-21 To record checks and bankcard transactions in lieu of completing a WSU receipt for each transaction.	Paper: Bursar's Office
45.53 70.44	<b>Record of Distribution and Request for Taxpayer Number and Certification</b> (WSU1495) Rev. 1-21 To record research participant's personal identification information.	PDF
90.01	<b>Records Retention Schedule</b> (WSU1301) Rev. 8-94 Establishes retention periods for University records.	Paper: Procedures, Records, & Forms
55.62	<b>Relocation Compensation Request</b> (WSU1424/ 10-18) To request a lump sum relocation compensation payment to recruit a new WSU employee.	PDF
60.10	<b>Request for Appointing Authority Delegation</b> (WSU1405) Rev. 2-13 To request appointing authority delegation for faculty, administrative professional, civil service, or collective bargaining unit appointments.	PDF
40.02	<b>Request for Approval of Application for Extramural Support</b> To request approval to submit a proposal to an off-campus funding source.	Paper: Office of Research Support and Operations (ORSO), <i>or</i> Automated versions from the ORSO website
50.11	<b>Request for Certificate of Insurance</b> (WSU1400) Rev. 10-18 To request evidence of insurance coverage for submittal to third parties.	PDF
90.75	<b>Request for Change of Legal Sex Designation</b> (WSU1503) New 8-19 To request a change of legal sex designation in University records.	PDF

<b>Manual Section Reference</b>	<b>Title / Primary Purpose</b>	<b>Formats Available</b>
90.75	<b>Request for Change of Name</b> (WSU1200) Rev. 8-19 To request a name change in University records.	PDF
10.15	<b>Request for Individual Defense by the Attorney General</b> To initiate a request for legal defense by the Attorney General's Office.	Paper: WSU Attorney General's Office
80.24	<b>Request for Mailing</b> (WSU1208) Rev. 4-95 To request that mail be sent by specified special services.	Paper: Mailing Services
80.15	<b>Request for Shipment of Merchandise</b> (WSU1212) Rev. 1-21 To ship merchandise off campus.	WSU E-Forms System
60.58	<b>Request to Donate Shared Leave</b> (WSU1331) Rev. 7-09 To authorize donation of annual leave, sick leave, or personal holiday hours to another employee as allowed by the shared leave program.	PDF
70.31	<b>Request to Serve Food</b> (WSU1353) Rev. 1-21 To request permission to pay for food served at a University training session or meeting.	PDF
3.24	<b>Respirator Authorization/ Respirator Fit-Testing and Training Record</b> Rev. 2-00 To authorize the use of a respirator and provide a record of respirator selection, fit-testing, and training.	Paper: Environmental Health and Safety
70.08	<b>Restricted Purchase Template</b> (WSU1513) New 1-21 Used to document a prohibited purchase that was made prior with a procurement card.	PDF
90.01	<b>Retention Schedule Review</b> Rev. 7-96 To certify that departmental records retention schedule has been reviewed, or to request changes to a departmental records retention schedule.	<ul style="list-style-type: none"> <li>• PDF</li> <li>• FileMaker</li> </ul>
5.10	<b>Safety Data Sheet (SDS) Request</b> (WSU1391) Rev. 9-17 To request an SDS for each hazardous chemical in the workplace.	PDF
2.50	<b>Safety Inspection Checklist</b> (WSU1250) Rev. 10-07 To conduct self-inspection of department/ work area and document findings and corrective actions.	PDF

<b>Manual Section Reference</b>	<b>Title / Primary Purpose</b>	<b>Formats Available</b>
2.12	<b>Safety, Health, and Security Committee Meeting Agenda and Minutes</b> (WSU1248) Rev. 01-19 To document Level 3 and Level 4 safety committee meetings.	PDF
2.16	<b>Safety Orientation Checklist</b> (WSU1249) Rev. 1-13 To document review of safety procedures.	PDF
50.35	<b>Security Camera System Access Request</b> (WSU1507) New 11-20 To request access to security camera system recorded information.	PDF
30.15	<b>Service Center Application</b> (WSU1272) Rev. 1-21 To request approval to charge for goods, services and/or use of equipment.	PDF
30.15	<b>Service Center Calculation Worksheet</b> (WSU1459) Rev. 1-21 To identify, calculate, and document the components of requested service rates.	Excel
30.95	<b>Special Course Fee Request</b> (WSU1224) Rev. 1-21 To request, amend, or delete a special course fee.	PDF
10.25	<b>State Lobbying Activity Quarterly Report</b> (WSU1334) Rev. 8-06 To report state lobbying efforts.	Government Relations website
30.45	<b>State of Washington Invoice Voucher</b> (WSU1273) Rev. 6-14 To seek reimbursement from University accounts.	<ul style="list-style-type: none"> <li>• PDF</li> <li>• FileMaker</li> </ul>
95.35	<b>Student Driver Authorization</b> (WSU1188) Rev. 5-01 To authorize a student driver to drive a state vehicle.	PDF
60.73	<b>Summer Educational Benefit Request</b> (WSU1365) Rev. 4-16 To authorize WSU employees to take WSU summer session classes.	PDF

<b>Manual Section Reference</b>	<b>Title / Primary Purpose</b>	<b>Formats Available</b>
2.26	<b>Supervisor's Accident Investigation Report</b> (WSU1246) Rev. 8-97 To document accident investigation. Used when an accident results in an injury, which involves lost time from work or medical treatment.	PDF
20.76	<b>Surplus Disposal Request</b> Rev. 7-12 To document the transfer of surplus items to Surplus Stores.	myFacilities website
60.34	<b>Telework Agreement</b> (WSU1421) Rev. 2-08 Used to establish a formal agreement for a telework arrangement between the University and an employee.	PDF
60.34	<b>Telework Assignment</b> (WSU1420) Rev. 9-07 Used to specify the details of an individual telework arrangement.	PDF
60.27	<b>Temporary Employee Orientation Checklist</b> (WSU1279) Rev. 12-20 To orient temporary employees.	PDF
95.21	<b>Travel / Accounts Payable Reimbursement Direct Deposit Authorization</b> (WSU1433) Rev. 6-18 To request direct bank deposits of travel and accounts payable expense reimbursements.	PDF
95.03	<b>Travel Charge Card Application</b> (WSU1422) Rev. 1-21 Used to request a University travel charge card.	PDF
60.70	<b>Tuition Waiver Request</b> (WSU1082) Rev. 7-20 To authorize WSU employees to take WSU classes.	PDF
50.17	<b>Tunnel Entry Hazard Acknowledgment</b> (WSU1487) Rev. 10-12 To confirm that all affected employees have been informed of potential steam tunnel hazards.	PDF
95.35	<b>Vehicle Request-Justification</b> (WSU1278) Rev. 1-21 To request a long-term vehicle rental from the motor pool.	PDF
60.81	<b>Volunteer Monthly Report</b> (WSU1418) Rev. 10-04 To report total volunteer hours at end of month for workers' compensation coverage assessment.	<ul style="list-style-type: none"> <li>• PDF</li> <li>• FileMaker</li> </ul>

<b>Manual Section Reference</b>	<b>Title / Primary Purpose</b>	<b>Formats Available</b>
2.24 2.26	<b>Witness/Injured Person Statement</b> (WSU1315) Rev. 9-13 Used to provide a written account of an accident involving University personnel.	PDF
50.31	<b>Workplace Bullying Incident Report</b> (WSU1494) Rev. 9-15 To report workplace bullying incidents.	PDF
50.30	<b>Workplace Violence Incident Report</b> (WSU1460) Rev. 2-08 To report workplace violence incidents.	PDF
30.57	<b>WSU Invoice</b> (WSU1310) Rev. 5-15 To record charge sales to non-University clients.	Paper: Bursar's Office
30.52	<b>WSU Receipt</b> (WSU1054) Rev. 1-21 To record all external cash sales and all cash collections.	Paper: Bursar's Office
30.52	<b>WSU Receipt Authorization</b> (WSU1370) Rev. 5-09 To authorize University personnel to obtain WSU Receipts and Receipt Log Sheets from the Bursar's Office.	PDF
30.52	<b>WSU Receipt Inventory Control Sheet</b> Rev. 1-21 To provide a record of activity of the WSU Receipts issued to a department.	PDF
30.52	<b>WSU Receipt Request</b> (WSU1371) Rev. 1-21 To request receipting forms from the Controller's Office.	PDF
20.76	<b>WSU Vancouver Surplus Report</b> Rev. 10-11 For WSU Vancouver (WSUV) departments to document the transfer of surplus items to WSUV Facilities Operations Surplus.	WSUV Facilities Operations website