

WSU UNDERGRADUATE RESEARCH STUDENT P-CARD REQUEST FORM

MENTOR SECTION:

Project Name: _____

WSU Department: _____

Faculty Mentor Name: _____

I request that the following student: _____

Be issued a WSU Purchasing Card in the amount of \$_____ for travel and purchases. *(Mileage may NOT be put on the p-card.)*

Card should expire on _____

Faculty Mentor Signature

Date

STUDENT SECTION:

Social Security Number: _____

Date of Birth: _____

OUR
Password: _____

Student Signature

Date

Please allow at least 3 to 4 weeks for the p-card request to be processed. P-Cards have a preset declining balance and expiration date.