

**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: \_\_\_\_\_

Password: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please allow at least 2 weeks for the p-card request to be processed. P-Cards have a preset declining balance and expiration date.**