



Expenditure Request

Viking Union Organization/Associated Students
(360) 650-6112 | MailStop 9106

#1345478

Help Webmenu FormsFinder FormsInbox



Form of Payment: PCard Purchases (I am staff and will purchase on my PCard)

Payment Information

Full Legal Name/Vendor: Eco Collective

Address: required if mailing check or PO

City: _____ State: --Select-- Zip: _____

W# required for reimbursement Phone: _____ Fax: _____

Email: _____

Web site: https://ecocollectiveseattle.com/ [Follow link](#)

Quantity	Description of Items/Activity	Unit Price	Amount
1	Coconut Bowl	11.99	11.99
1	Set of 3 cotton produce/bulk bags	13.99	13.99
1	Handheld dish scrubber	10.99	10.99
1	Hand-stamped recycled paper notebooks	4.50	4.50
1	Tax	3.60	3.60
			\$
		Not to Exceed	50.00

Budget Information

Fast Index/Account Code	Activity	Amount
FXXOUT- The Outback	ASB	50.00
E111- Supplies and Materials		
--Select Fast Index--	ASB	\$
--Select Account Code--		
--Select Fast Index--	ASB	\$
--Select Account Code--		
	Total	50.00

*SIGNIFIES ACTIVITY CODE IS ALSO REQUIRED

Includes food/beverage items Yes No Club earned funds

Purpose / Justification of Expenditure

Purchasing four sustainable prize items for the "Sustainability and the Outback Event": compostable coconut bowl, reusable bag set, compostable dish scrubber, and recycled notebook set. During this event, attendees are asked to participate in a survey to help inform the Outback on initiatives that will get more students interested in sustainability and the Outback Farm. After completing the survey, the attendee may choose to enter a raffle for one of the four prizes offered. The prize incentives will allow for more survey responses which will help the AS determine how to better engage students in sustainability and the Outback Farm.

Organization / Event Information

Organization/Club: The Outback

Event Name: Sustainability and the Outback

Event Date (mark n/a if not applicable): 10/29/2020

Requester Information



Name: Nate Jo

Email: asbus@wwu.edu

Phone: 3606506112

The Outback advisor will order supplies with their Pcard.

Finance Office Use Only



Document # _____

Date: _____

Special Instructions:

Comments

Routing Instructions



Routing Email Selector: --Select--

Signatures and Attachments



The submitter must enter the email address of the person to send the form to for further processing. Press **SUBMIT** to send it.

You have been automatically authenticated from MyWestern. If the information below is incorrect, please contact the ATUS Helpdesk at 650-3333.

(As Submitter of this form I want to receive email notifications everytime an action is taken.)

Name: Nate Jo

ID # **W01404221**

Email To: _____

(The **Email To** field is ignored for the **SAVE** and **ATTACH** form actions.)

Submit

Save

Attach

?

Reset