

PROCEDURE NUMBER APPLICATION

Information Technology
 Finance Office
 Washington State University
 Pullman, WA 99164-1222

Type or print. **Do not complete shaded areas.**
 See 85.35 for additional instructions.

CODE:

USER IDENTIFICATION	
Complete only those items to be changed. • To change a procedure number: Check the box "Change to Procedure Number" and enter the existing procedure number. • To apply for a new procedure number: Check the box "Original Application." NOTE: Only the first twenty characters of the user name will appear on the invoice.	
<input type="checkbox"/> CHANGE TO PROCEDURE NUMBER _____ <input type="checkbox"/> ORIGINAL APPLICATION	DEPARTMENT OR INSTITUTION NAME
USER NAME, ADDRESS, ZIP, AND PHONE	TYPE OF ORGANIZATION <input type="checkbox"/> WSU DEPARTMENT <input type="checkbox"/> NON-WSU (an indirect cost fee applies)

INVOICE INFORMATION						
• Procedure Number: Do not complete. Information Technology generates this number. • Termination Date: Enter an ending date for the procedure number. If indefinite, enter NONE or 99/99/99. • WSU Users only : Complete the Fund, App, Program, Budget, and Project sections. NOTE: Only the first twenty-five characters of the procedure number title will appear on the invoice.						
PROCEDURE NUMBER	TERMINATION DATE	FUND	APP	PROGRAM	BUDGET	PROJECT
PROCEDURE NUMBER TITLE: (25 characters or less)						

COMMENTS
<input type="checkbox"/> UNIX ACCESS REQUESTED (See BPPM 85.37)

SIGNATURES		
• WSU Users: Include an authorizing signature for the budget/project indicated. • Non-WSU Users: Include an authorizing signature of the person responsible for payment.		
AUTHORIZING OFFICIAL (PRINT OR TYPE)	INFORMATION TECHNOLOGY SIGNATURE	DATE
SIGNATURE	DATE	RETURN TO: IT Finance Office 1222

Submit form to Information Technology, Washington State University, Pullman, WA 99164-1222.