

AGENCY USE ONLY		
AGENCY NO.	LOCATION CODE	P.R. OR AUTH. NO.

DEPARTMENT NAME	
Athletics, PEB 100	Department and Location
VENDOR OR CLAIMANT (Check is to be payable to)	
Robin Johnson 12123 Cedar St. Cheney, WA 99004	Name, mailing address, and EWU ID of employee to receive reimbursement.
EWU ID: 00123456	

INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate: I hereby certify under penalty of perjury that the items and totals listed hereon are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

Employee signature, title and date

Vendor Signature: *Robin Johnson*
(SIGN IN INK)
Assistant Softball Coach
(TITLE)

5-13-24
(DATE)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For reporting Personal Services Contract Payments to I.R.S.)	RECEIVED BY	DATE RECEIVED
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DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	FOR AGENCY USE
5-3-24	Book - How to be a great softball coach	1	32.52	32.52	
5-8-24	Lunch with Prospective Student Athlete	1	42.65	42.65	
5-11-24	Statistics book for NSF athlete study	1	156.00	156.00	
Enter item(s) purchased					

Complete this information for the Budget Authority

PREPARED BY Kelly Smith	TELEPHONE NUMBER x1234	DATE 5-14-24	DEPARTMENT APPROVAL <i>Kelly Smith, CFO</i>	DATE 5-14-24
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VENDOR NUMBER	INVOICE DATE	DUE DATE	INVOICE NUMBER	ENCL CODE	REFERENCE NUMBER	TAX CODE
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Index /Fund	Account	LIQ	Amount
200111	71400		32.52
200222	71762		42.65
500333	71400		156.00
Banner Index Number(s)	Banner Account Number(s)		Amount to charge to each Index and Account Number

ACCOUNTING APPROVAL FOR PAYMENT Grants	DATE 5-14-24	G. Jones, OGRD Director	TOTAL	BANNER NUMBER
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If reimbursement is to be charged to any Grants funds, complete these fields and have signed by Grants Office before submitting request.