

TRANSACTION TYPE REQUEST (One-Step POS or WEB)

Washington State University
 Treasury Services
 Pullman, WA 99164-1025

Requesting Department	Finance Contact	E-Mail	Department Zip	Department Phone #
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Add	Inactivate ¹	Change ²	Tran Type ID (8 char max) ³	Description of Transaction ⁴	Budget/Project ⁵	Source/ Sub Source ⁶	Web and/or POS ⁷	Merchant or POS Branch # ⁸

1 Inactivating a transaction renders it unavailable for use; its history will be retained for search and audit purposes

2 The only parameters that can be changed are Description of Transaction, price, Budget-Project, Source and Sub source

3 If a naming convention is used, please enter it, otherwise the POS administrator will assign a transaction ID

4 Example: "Meeting of the Minds Conference"

5 Budget-Project number must an existing account where the funds will be receipted. Note: This is not a request for new account setup. See BPPM 30.05 for new account set up instructions.

6 Refer to BPPM 30.54 for complete instructions on source and sub source codes.

7 Indicate WEB if the transaction will be used to process website transactions; POS if at a One-Step POS workstation; BOTH if web and in-person payments will be accepted.

8 Indicate 3-digit POS branch number, 12-digit Merchant number, Merchant name or Merchant's WEB mnemonic

Departmental Approval

Approval by WSU employee with expenditure authority for the supporting budget-project.	Department Chair or Area Finance Officer Signature	Typed/Printed Name	Date
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Please send completed and approved form to fi.treasury@wsu.edu

Treasury Services and Controller's Office Approval

Controller's Office Review/Approval Signature	Typed/Printed Name		Date
Treasury Services Approval/Set Up Signature	Typed/Printed Name	System: One-Step Cashiering	Completion Date