

**July 31, 2012**

**Dear Colleagues,**

**The CEA Purchasing and Travel Support Center is up and running, and beginning tomorrow, August 1, will be ready to accept electronic submissions of travel requests, travel expense reports, and purchasing requests!**

**Instructions on the use of these forms as well as procedures are embedded on the forms. All these forms can be found at:**

<http://www.cea.wsu.edu/default.asp?PageTextID=117>

**Once completed, please submit the forms to:**

[Purchasing@cea.wsu.edu](mailto:Purchasing@cea.wsu.edu)

[Travel@cea.wsu.edu](mailto:Travel@cea.wsu.edu)

**Between August 1 and August 15, we will use that time to troubleshoot the process and forms, so please provide any feedback to Mike Cook or Lori Palmer. We appreciate your patience as we implement this new system that we believe will provide more efficient service to the faculty and staff. We expect full utilization of the Purchasing & Travel Support Center effective August 15.**

**Thank you for your assistance in a successful implementation of the CEA Purchasing and Travel Support Center! If you have suggestions, please let us know – our aim is to provide the best service possible while making the most efficient use of our staff resources.**

**Sincerely,**

*Candis*

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