**Step #1: Request Non-Catalog Items** – Go into WSU Workday and type in the Search bar at the top “request non-catalog item” and click the Task.

**Step #2: Complete Requisition Type (One Time Goods and Services Purchase)**

Note: Can either enter the GR Budget Number in this section under Grant (or PG number Program) OR can type the Budget Information on Internal Memo Line in the Checkout Page.
Purchase Requests – Submit via WSU Workday System

Step #3: Enter Details of Each Item

Non-Catalog Request Type

- Request Goods
- Request Service

Goods Request Details

<table>
<thead>
<tr>
<th>Item Description</th>
<th>* Lab Coat Size large</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Item Identifier</td>
<td>19-181-588</td>
</tr>
<tr>
<td>Spend Category</td>
<td>SC00040 Instruction/Lab/Medical Supplies</td>
</tr>
<tr>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Supplier Contract</td>
<td>(empty)</td>
</tr>
<tr>
<td>Quantity</td>
<td>* 2</td>
</tr>
<tr>
<td>Unit Cost</td>
<td>44.25</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>* Each</td>
</tr>
<tr>
<td>Extended Amount</td>
<td>88.50</td>
</tr>
</tbody>
</table>

If purchasing from different vendors – need to create a separate request for each vendor.
Step 4: Checkout Cart

Request Non-Catalog Items

Company
Washington State University

Requester
Malena Knoff Barret-Millstein

Requisition Type
One Time Goods or Services Purchase

Non-Catalog Request Type

- [ ] Request Goods
- [ ] Request Service

Goods Request Details

- Item Description
- Supplier Item Identifier
- Special Category
- Supplier
- Supplier Contract
- Quantity
- Unit Cost
- Unit of Measure
- Extended Amount
- Memo

My Cart

- Kimberly-Clark Professional Kimpeljet Quantity: 1 $23.99
- Kimberly-Clark Saroskin Purple Nitrile Exam Gloves Medium Quantity: 2 $54.00

Total: 105.99 USD

Checkout
**Step 5: Checkout Page**

**Internal Memo:** Notes we need to know to complete the purchase – EX: Keep Cold/Fridge or Freezer, Expedited Shipping Request, WSU Inventory Tag Number (if applicable for permanent items attached to fabricated equipment)

**Will Always get an Error:** Add Tax Code for *every single line* – Type in 3812 and select “3812 Pullman Sales and Use Tax”

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**Step 6: Checkout Page – Attachments**

- Attach documentation (either email or screenshot) with PI Approval and Budget Number, then click Submit.
- Once click Submit, the form will automatically go to Malena/Department Buyer for review and you will receive an email after the order has been completed.