

New CTA Account / Update CTA

To: Deanna Sullivan, Manager - Card Programs

email: purchasing.card@wsu.edu

Subject: New CTA Account / Update CTA Account Information

Effective Date: _____

Select [X] One:

<input type="checkbox"/>
<input type="checkbox"/>

New Central Travel Account for the following:

Update an Existing Central Travel Account for the following:

Department Name: _____

Dept Cost Center #: _____

Department Phone #: _____

Dept Mailing Address: _____

Department Zip#: _____

Contact Name: _____

Contact Phone: _____

Card Custodian: _____

Card Custodian email: _____

Custodian's Supervisor: _____

Supervisor's email: _____

Requestor's Signature:

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(Handwritten, Typed, or esignature accepted)

Please complete this form and return to: Card Programs by emailing: purchasing.card@wsu.edu
or by routing to: Payment Services - Card Programs, 240 French Administration Building,
Campus Zip 1025, PO Box 641025, Pullman, WA 99164-1025