

Instructions for S&A Request Form 2021-2022

- 1.) Put the name of your department/organization/group on the first line that says "GROUP NAME"
- 2.) Put your department's/organization's/group's account number where it says "ACCOUNT #" if your department/organization/group has an account
- 3.) Under the "SALARIES" header, please put the position title, the total salary for that position, as well as the benefit rate (please note that you must fill in the benefit rate yourself by clicking on the drop-down list on the cell. Percentages are in decimal form on the drop-down list. The benefit rate is determined by the type of position. This information can be found on the right-hand side of the form.) Please indicate if these positions are for students by selecting yes or no in the Student column.
- 4.) Under the "TEMP WORKER WAGES" header, put the title, the hourly amount, the amount of hours worked per week, the total number of weeks worked, as well as the benefit rate (please note that you must fill in the benefit rate yourself by clicking on the drop-down list on the cell. Percentages are in decimal form on the drop-down list. The benefit rate is determined by the type of position. This information can be found on the right-hand side of the form.) Please indicate if these positions are for students by selecting yes or no in the Student column.
- 5.) The two sections will add automatically together. If you need more rows, you can add them and the sections will still total correctly at the bottom
- 6.) Under the "GOODS AND SERVICES" section, put what you want to request for and the amount you are requesting
 - a. Goods and Services: Goods are tangible items that you may purchase. Services are activities that are provided to students that use funds.
- 7.) Under the "OTHER EXPENSES" section, put what you want to request for and the amount you are requesting
 - a. Other: Anything other than "Salaries" and "Goods and Services" go in this category. (ex.travel)
- 8.) The total of all of the sections will total at the bottom. Please double check to make sure that all formulas care through, if you add additional rows.
- 9.) Submit completed request on CougSync, under the "S&A Fees" organization, under the section "Forms"

If you have any questions please contact Ian Jamieson, the S&A Clerk, at ian.jamieson@wsu.edu or at 509-372-7300.