

# FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT BASIC PR

Your security code should appear

PR: H99999 PO: Sec Cd: ENG Aprv: Next:

**Vendor** **ShipTo** **Details**

E01001498 Addr: 0C NOSHIP Addr: SF Confirm: Account: Bid #: Contract #: End Use: Buyer: PO Type: P

MOODY WESTON  
105 W 16TH ST  
HAYS KS 67601

SHIPPING NOT APPLICABLE

Terms:

**Items**

Item Nur	Quantit	Units	Description	Amount	ACCOUNT NUMBER	Extended Ar
0001	1	LOT	REIMB-DILLONS	56.25	SA10660500- 000000	56.25
0002	0			0.00	-	0.00

**Notes**

CONTACT:  
MARNIE KOHL AT 628-4276  
FOOD & SUPPLIES FOR  
INTERNATIONAL SPICE "LATIN FLAVOR"  
11/14/06

PURPOSE: WHY THE SERVICE IS NEEDED BY THE ORGANIZATION

Print After

**For purchases of gifts, prizes, awards, or promotional items** follow the instructions at: <http://www.fhsu.edu/purchasing/State-Gifts-Prizes-and-Awards/>

The Details tab does not need to be completed on Activity Account PRs unless the PR is for a cash box, to check out a credit card, or a RUSH.

Object Code will default to all 0's (000000) Accounts Payable will enter the correct Object Code when paying the invoice.

Print After Notes must contain the following:

- Contact person's name and phone number
- Purpose of purchase
- Date of event or activity

## Policies:

- Before submitting a Purchase Requisition (PR), check the organization's account to make sure the account has enough money to cover the purchase. To check the balance, click Reports; Student Organizations; run the CDD report titled "GL - Cash Balance".
- The object code will default to zero's. Accounts Payable will enter the object code when they pay the invoice.
- If an individual is being reimbursed, type in the Description the name of the store where the purchase was made.
- When submitting a PR for membership dues, the student's names and the membership dates should be listed in the Print After Notes of the PR.
- Pay Tax on all PRs except "For Resale".
- If items are bought for resale, you must state "These items are for resale. TAX REMITTANCE #004-431922999F-01" in the Print After Notes. For complete resale instructions refer to <http://www.fhsu.edu/purchasing/AA-Resale>
- Payments for "Services Performed" by students, faculty, or staff; may be payable through payroll. Please refer to <http://www.fhsu.edu/purchasing/Activity-Account-Contractual-Services> before starting a PR for services.
- Expenditures NOT ALLOWED – This is NOT an exclusive list, so please check with Accounts Payable for questionable items before making a purchase.
  - Expenditures exceeding the amount of the fund balance
  - Purchases without receipts refer to <http://www.fhsu.edu/purchasing/Lost-Receipt>
  - Cash prizes
  - Reimbursements or payments cannot be made for illegal purchases, lottery tickets, alcohol, drugs, tobacco, or other purchases not in accordance with University Policies.