

FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT CREDIT CARD

h - LiveSystem - Microsoft Internet Explorer

Your security code should appear

PR: H9999 PO: Sec Cd: PAC Aprv: Next:

Vendor **ShipTo** **Details**

W00017354 Addr: 52 NOSHIP Addr: SH
WAL-MART STORES INC SHIPPING NOT APPLICABLE
4301 N VINE ST

HAYS KS 67601

Confirm: Account: Bid # PO Type: P
Contract # Terms: CC
End Use: RACHEL BRINLEY
Buyer:

Items

Item No	Quantit	Units	Description	Amount	ACCOUNT NUMBER	Extended
0001	1	LOT	FOOD	75.00	SA10640500- 000000	75.00
0002	0			0.00	-	0.00

Record 1 of 1

Rachael Bond
316-303-2515

Tshirts for Oktoberfest booth
10/7/11
Resale
Tax Remittance #004-431922999F-01

Rachel Brinley will pick up the credit card 10/7/11 AM

Print After

For purchases of gifts, prizes, awards, or promotional items follow the instructions at: <http://www.fhsu.edu/purchasing/AA-Gift/>.

Vendor Tab: Check that the vendor will accept an FHSU SFS Activity Account VISA card prior to submitting the request.

ShipTo Tab: Always enter NOSHIP.

Details Tab: Terms Field: CC in capital letters.

End Use Field: List the name of the person who will pick up the credit card.

Print After Notes must contain the following:

- Name of submitter and phone number
- Name of person picking up the card and phone number
- **Purpose** of purchase
- Date of event or activity
- Date and time to pick up the credit card
- When using the credit card for travel, the vendor will be TRAVEL and put "Vendor to be determined" in the Print After Notes (For more travel information refer to: [fhsu.edu/purchasing/AA-Travel](http://www.fhsu.edu/purchasing/AA-Travel))

Policies:

- Submitter is responsible for making sure there is enough money in the account for the purchase prior to submitting the PR.
- The cardholder must make only legitimate purchases requested on the PR, not to exceed the authorized PR amount. Any unauthorized purchases or amounts exceeding available funds will be charged to the activity account. The faculty sponsor will be responsible for taking the appropriate action to reclaim funds due the activity account.
- A credit card may be checked out to charge at more than one vendor, but a separate PR is required for each vendor. Reference each PR that the card will be used for in the Print After Notes.
- A minimum 24-hour notice is required to allow time to process the request.
- The Credit Card PR must be approved by the Budget Authority before a credit card can be checked out. The person approved to pick up the credit card can check out the card in Student Fiscal Services located in Picken Hall 317 before 4:00 pm on scheduled work days.
- A photo ID will be required when receiving the credit card and an IFAS form must be signed.
- When the credit card is issued a return time will be established. Usually credit cards will be expected to be returned the same day of use, but not more than 24 hours. Please plan accordingly.

FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT CREDIT CARD

- Credit Card must be returned before the weekend.
- Only authorized individual(s) listed on the PR are allowed to check out the credit card and make purchases.
- An itemized receipt for all charges MUST be obtained at the time of the purchase. Wal-Mart has now made it possible to print the PO# on receipts. Activity Accounts are required to provide the PO# at the check-out counter. Return receipt(s) with credit card to Student Fiscal Services Picken Hall 317. A copy of the receipt or invoice should be kept with the organization's permanent records. Records should be retained for current fiscal year plus one prior year.
- A credit card slip is not sufficient documentation since it does not list what was purchased. An itemized receipt is required. One documented attempt must be made to obtain an itemized receipt from the vendor. If the vendor can't provide an itemized receipt, a Lost Receipt Verification form on Lotus Notes must be completed by following the instructions at:
<http://www.fhsu.edu/purchasing/Lost-Receipt>. Contact Purchasing if you do not have access to Lotus Notes.
- Any refund to the credit card for returned items should be completed before the established card return time. Include the original receipt and the original refund receipt when returning the credit card.
- If returning items after the credit card has been returned to Student Fiscal Services, submit a new Purchase Requisition using a negative amount. In the Print After notes, type "ORIGINAL RECEIPT AND CREDIT CARD REQUIRED-RETURNING MERCHANDISE FROM PO#_____".
- Lost or stolen cards should be reported immediately to Student Fiscal Services Director, Picken Hall 317.
- 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 a PR is started 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 Lost Receipt Verification Policy)
 - Cash prizes
 - Reimbursements or payments cannot be made for illegal purchases, lottery tickets, alcohol, drugs, tobacco, or other purchases not in accordance with University policy
- **For purchases of gifts, prizes or awards** follow the instructions at: [fhsu.edu/purchasing/AA-Gift/](http://www.fhsu.edu/purchasing/AA-Gift/) If an activity account credit card is checked out and used to purchase gifts, prizes, or awards without prior approval through the GPA Approval form, the group may lose the ability to check out credit cards in the future.
- Purchases are taxable unless purchased for resale.
- **Please follow the SFS Guidelines for credit card usage. Failure to abide by the SFS Guidelines may result in the loss of the use of SFS credit cards by an individual or the club.**