

FORT HAYS STATE UNIVERSITY

ACTIVITY ACCOUNT

INVOICES/RECEIPTS

When the department or organization receives the invoice/receipt:

- Write the PO # in the lower left-hand corner.
- Staple invoices together when there is more than one invoice for a PO. Write the PO# on bottom left corner of the invoice. Every small receipt should be taped to a separate 8 ½ x 11 paper. Do not tape, write, or highlight over pertinent information. If there are questions regarding this, contact Accounts Payable.
- Write and/or circle the amount to be paid.
- It is the organization's responsibility to hold the invoices until all invoices and merchandise are received for each PO.
- All invoices should be sent in the PO Invoice Envelope to Accounts Payable. Envelopes are available in the Business Office SH106.
- Student Fiscal Services will issue the check to the vendor, unless contractual obligations require otherwise. A copy of the contract must be provided to Accounts Payable with the invoice.
- A copy of the invoice/receipt should be kept by the department before sending the original to Accounts Payable.
- If a credit card was used, turn the receipts in with the credit card to Student Fiscal Services.
- An itemized receipt is required. If a receipt/invoice is lost and an attempt has been made to get an itemized receipt from the vendor, complete the Lost Receipt Verification Form on Lotus Notes Workflow. For instructions refer to: <http://www.fhsu.edu/purchasing/Lost-Receipt>. If you do not have a log on for Lotus Notes contact the Purchasing Office for help with this form.
- For rush PRs (immediate payment required) and dated PRs (payment required by a certain date) follow the instructions at: <http://www.fhsu.edu/purchasing/State-Rush>.
- If vendor cannot provide an invoice the PO Long form should be printed from IFAS. The printed form will be used as the invoice. If the PO Long Form does not have the correct amount to be paid the account number and the full amount to be paid should be written on the PO Long Form. The budget authority is required to sign the PO Long Form if the amount is changed. The PO Long Form/Invoice should be mailed or hand-delivered to Accounts Payable. (This statement does not apply to Lost Receipts)