

# Fort Hays State University

## Lotus Notes Workflow Forms

### **\*Account Changes New**

- Used to change budget authorities, remove or grant access to IFAS, change account names or numbers, or inactivate an account.
- Must be approved by the budget authority. If changing the budget authority, route through the new budget authority's supervisor.

### **\*Account Request**

- Used to request a new account.
- Must be approved by the budget authority's supervisor.

### **Airfare Credit Voucher**

- Used to track airfare credit when the airfare is cancelled.
- Credit is good up to one year from original booking date

### **AP Dept Notification**

- Used to notify the department of a policy that needs to be followed, or a question that needs answered, etc.
- This form is submitted by Accounts Payable and the department should type their response and approve the form.

### **Apple/Android/Chrome Apps**

- Used for approval when purchasing apps for the classroom
- An Apps number is assigned for approved apps by Purchasing Office
- Apps number should be written on all invoices

### **Bid Comparison Form**

- Used for purchases \$25,000 and over.
- Used to document bids that the posting requirement can be waived (bypass the formal bid process).
- Must be approved by the budget authority for each orgkey and FHSU Purchasing. Include Bev Gross for Action Plans, if applicable.

### **Candidate Reimbursement**

- Used to document reimbursement to a candidate for travel expenses.
- Must be approved by the budget authority for each org key listed.

### **China Training Airline Reservation – Strategic Planning form**

- Used by Strategic Planning to reserve airfare for China travel

### **\*Contractual Services**

- Used to determine if an individual should be paid through an IFAS PR as an independent contractor or through payroll as an employee.
- No approval cycle required.

### **\*Gift, Prize, Award Recipient Form**

- Used when an individual receives a gift, prize, or award requiring a W9.
- This form is for IRS reporting purposes.
- Approval Cycle required if any recipient is an employee.

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### **\*Gifts, Prizes, Awards, and Promotional Items Approval Form**

- Used to acquire approval for an event where Gifts, Prizes, Awards, and Promotional Items will be purchased to distribute free of charge
- An Event number will be given for approved functions
- Notification of the required W9 compliance

### **Informal Bid Form**

- Used for any purchase within this limit: \$5,000.00-\$24,999.99.
- Used to document informal bids and to determine if the bid should be posted to the web.
- Used to request an increase of the P-card transaction limit for the purchase.
- Must be approved by the cardholder's supervisor, the budget authority for each orgkey and FHSU Purchasing. Include Bev Gross for Action Plans, if applicable.

### **Interfund Voucher**

- Used to provide information to Accounts Payable when an Interfund voucher will need to be completed.
- An Interfund voucher should be the method of payment when paying other FHSU departments or other State of Kansas agencies.

### **\*Journal Entry FY XX (XX= Fiscal Year)**

- Used to transfer expenses or revenues from one account to another account or to correct posting errors.
- Journal entries can only be made between same type of accounts (state account to state account or activity account to activity account).
- Must be approved by the budget authority of the account whose funds are being expended.

### **Leave and/or Travel Request**

- Form for departments to use for time away from office
- This form is not required by AP but can be used for departmental use

### **LLC Travel Planning Form**

- Used for LLC travel planning for tracking of LLC trips
- An LLC number will be given for approved trips

### **\*Lost Receipt Verification**

- Use when a receipt or invoice has been lost or an itemized receipt was not obtained and a copy cannot be provided by the vendor.
- This form should be completed by the purchaser and must be approved by the budget authority and the individual's supervisor.

### **Notification of Deposit Error**

- This form is for Student Fiscal Services use only.

### **Overtime Form**

- Used for payroll to approve overtime and Holiday premium pay prior to employee(s) working overtime or on a holiday

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### **P-card Hospitality**

- Used to document the official hospitality information and open the credit card.
- Fund 2035, 2510, 5102, or 5103 can be used.
- No approval cycle required since the budget authority signs the P-card log sheet.

### **P-card Purchase Order**

- Used when the vendor requires a Purchase Order for P-card purchases.
- This form will be printed and faxed to the vendor by the Purchasing Office.
- Only the department and FHSU Purchasing need to approve the form.

### **P-card Request Form**

- Used to request permanent or temporary transaction and monthly limit changes to the P-card, employee name changes, inactivate a card, or to request a new P-card.
- Denied transactions are also submitted on this form so the issue can be resolved.
- The cardholder's supervisor must approve for all sections except denied transactions.

### **\*PR/PO Cancellations**

- Used to change the Status to cancel (CA) on a PR or a PO.
- No approval cycle required.

### **Price Justification Form**

- Used for any purchase that is within this limit: \$1,000.00-\$4,999.99.
- Used to justify purchases made that are higher than the state contract prices.
- No approval cycle required.

### **Prior Authorization**

- Used for any sole source purchase of \$5,000 and over for goods/commodities, including shipping and handling, and Professional/Consultant services.
- Used to request an increase of the P-card transaction limit for the purchase.
- Must be approved by the cardholder's supervisor, the budget authority for each orgkey and FHSU Purchasing. Include Bev Gross for Action Plans, if applicable.

### **SFS Credit Card Corrections**

- This form is for Student Fiscal Services use only.

### **SFS NSF**

- This form is for Student Fiscal Services use only.

### **\*Transportation Requisition**

- Used to reserve a FHSU Motor Pool vehicle.
- Must be approved by the traveler, the traveler's supervisor (if the traveler is the budget authority), Dean, and the budget authority for each orgkey listed.

### **Travel Receipt**

- This is a dual purpose form to provide an estimate of travel expenses prior to the trip and to document actual expenses after the trip.
- Must be approved by the traveler, the traveler whose expenses were paid (when applicable), traveler's supervisor (if the traveler is the budget authority), and all appropriate budget authorities.

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### **Travel Receipt Attachment**

- Only used as a supplement when additional lines are needed on the New Travel Receipt form because of numerous dates or destinations.
- This form must be saved and linked to the New Travel Receipt form.
- No approval cycle required.

### **\*Vendor**

- Used to add a vendor or update current vendor information on IntelliLink and/or IFAS.
- No approval cycle required.
- W-9 will be required to add any vendor to be paid by the State of Kansas accounting system.