

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.

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.

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 Attachment

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

Candidate Reimbursement

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

***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.

***Gifts, Prizes, and Awards Approval**

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

***Gifts, Prizes, and Awards Recipients**

- 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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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.

***JE**

- 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.

***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.

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

- 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.

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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.

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.