

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT BLANKETS

PR H99999 PC Sec Cd: Apr:

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

V00113218 Addr: 02 NOSHIP Addr: ST  
LAMAR COMPANIES  
PO BOX 96030  
SHIPPING NOT APPLICABLE

BATON ROUGE LA 70896

Confirm: Account: 112798 Blanket P# Amt: 20,130.00  
Bid # PO Type: B Rm: 0.00  
Contract # Terms: End Use: Buyer:

**Items**

Item No	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended
0001	20,130	LT	BILLBOARD RENT	1.00	6340212035- 522400	20,130.00
0002	0			0.00	-	0.00

Items Taxes Miscellaneous Account Distribution Item Shipping

Record 1 of 1

**Notes**

BILLBOARD RENT FROM  
8/15/05 to 7/14/06  
FOUR PANELS

Print After

## Details Tab:

Account is the Customer number, if available.

PO Type must be "B".

## Blanket Tab:

Total amount for one year or full amount of contract.

## Requisition Tab:

Type "P5" in Req Code box 8 if \$5,000 or over.

## Items Tab:

Quantity is the Blanket Total Amount.

List a general description of expected items per object code.

Amount is always \$1.

## Policies:

- Enter the one year estimated total amount or the contract total amount into the Blanket Tab before adding Items.
- Only the budget authority needs to approve Blanket PRs.
- Blanket PRs are only available with permission from Purchasing.
- A separate Blanket PR is required for each vendor.
- One invoice cannot be paid against multiple Blanket PRs.
- Indicate amount to be paid on each invoice sent to AP to be paid against the blanket PO.
- Write "Blanket" and "Partial" to the right of the PO# on each invoice being paid during the blanket period.
- If payments have been made against the PO, the status becomes PP.
- The final invoice needs to indicate that it is the "Final Payment" on the Blanket.
- The Blanket PR must be closed prior to year end, contact Phil Toepfer to disencumber the balance.