

FORT HAYS STATE UNIVERSITY  
STATE ACCOUNT  
P-Card

Policies:

- Inform the vendor that FHSU is tax exempt. Contact Purchasing if the vendor requires a tax exemption form.
  - No PR is needed if using the P-card. (Travel guidelines must be followed.)
  - The P-card cannot be used for Endowment, Activity Account, and personal purchases. Purchases for Activity Accounts must be made by checking out an Activity Account credit card. Instructions for Activity Account Credit Cards are found at: [AA-Credit-Card](#).
  - Hospitality expenses purchased from food stores (Ex. Wal-Mart, Dillons) can be paid with a P-card. The P-card Hospitality form on the Lotus Notes Workflow should be completed, printed, and stapled to the receipt and sent to Accounts Payable after the transaction has been allocated on IntelliLink. Reminder: Restaurant charges can only be charged to the P-card after a P-card Hospitality form has been submitted and approved to open the card.
  - If the vendor accepts credit cards and the P-card is opened to allow travel charges, fees for allowable travel expenses should be charged on the departmental P-card. The instructions to P-card Travel are found at: [P-Card travel training.pdf](#)
  - FHSU Service Clearing departments (Central Purchasing, Print Shop, and Computing Center) must still be used.
  - Order ALL office supplies through Central Purchasing. Central Purchasing will charge the department's P-card or process an invoice which will be paid through service clearing interfund.
  - Order ALL printing through the Print Shop.
  - Order ALL computer software and hardware through the Computing Center.
  - Purchases from \$0 to \$999.99 should be for the best quality at the lowest price with no documentation required.
  - Purchases from \$1,000 to \$4,999.99 do not require further documentation unless the purchase price is higher than a state contract price. A Lotus Notes Workflow Price Justification Form must be filled out justifying the higher than state contract purchase price. Best quality at the lowest price still applies.
  - Purchases of \$5,000 and over may require additional paperwork
    - Formal Bid Instructions at: [State-Formal-Bid.pdf](#)
    - Informal Bid Instructions at: [State-Informal-Bid.pdf](#)
    - Prior Authorization Instructions at: [prior-authorization](#)
- Contact the Purchasing Office with any questions on these purchases.
- If the purchase is for less than \$5,000 but above the cardholder's transaction limit and/or monthly limit for a special pre-approved one-time exception, complete the Lotus Notes P-card Request form. The transaction limit is the amount per transaction and the monthly limit is the amount of purchases allowed for each statement cycle. Do not split transactions.

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- All changes to the P-card must be submitted using the P-card Request form on the Lotus Notes Workflow. This includes requests for new cards, inactivating cards and change of reconciler.
- Questions about the P-card should be directed to Accounts Payable at 5948.

Processing and Reconciling P-card

- IntelliLink instructions: [Visa Intellilink Manual.pdf](#)
- P-card instructions: [Procurement Card Process Manual.pdf](#)