

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT PURCHASES \$5,000 AND OVER

ests - SunGard BI-Tech - LiveSysts - SunGard BI-Tech - LiveSExplorer  
creens/Purchasing/POUPPR.asp creens/Purchasing/POUPPR.asp

PR: H99999

**Vendor** V00006815 Addr: 00 AMER ASSN OF STATE COLL & 1307 NEW YORK AVE NW 5TH WASHINGTON DC 20005

**Ship To** NOSHIP Addr: SE SHIPPING NOT APPLICABLE

**Req. Codes**

**Items**

Item	Nur	Quantit	Units	Description	Amount	ACCOUNT NUMBER	Extended Ar
0001		1	LT	MEMBERSHIP 07/1/07 TO 06/30/08	5,824.00	6340312035- 529100	5,824.00
0002		0			0.00	-	0.00

**Notes**

GRANTS RESOURCE CENTER  
MEMBERSHIP DUES  
FOR THE PERIOD  
07/01/07 TO 06/30/08

MEMBERSHIP WILL REMAIN WITH FHSU

VENDOR DOES NOT ACCEPT CREDIT CARDS

Print After

Ship To should be WAREHOUSE if the Purchasing Office needs to fax the order to the vendor.

If the vendor does not need the order faxed, type NOSHIP in the Ship To tab.

Type "P5" in Req Code Box 8 to send the PR to the Purchasing Office.

## Policies:

- If the vendor does not accept credit cards, submit an IFAS PR. For all purchases \$5,000 and over, type "P5" in Req Code Box 8. This only applies to state accounts.
- Additional paperwork may be required for some purchases \$5,000 and over:
  - <http://www.fhsu.edu/purchasing/State-Formal-Bid>
  - <http://www.fhsu.edu/purchasing/State-Informal-Bid>
  - <http://www.fhsu.edu/purchasing/prior-authorization>
- Contact the Purchasing Office with any questions.