

**FORT HAYS STATE UNIVERSITY  
STATE ACCOUNT  
RUSH OR DATED PRs**

**Policies:**

**RUSH PRs**

For PRs that require immediate payment:

- After all budget authorities have approved the PR, the PO number will be assigned.
- The PO will need to be printed. To print the form, use the Purchase Order Status (Long) form in the Reports folder.
- Highlight the due date, paperclip the form to the invoice, and hand-deliver it to an Accounts Payable staff member. Let them know that it is a rush PO. Do Not place in the Business Office Drop Box.

**DATED PRs**

For PRs that have to be processed by a specific date:

- Type DATED in the Terms box of the PR.
- Include the due date of the check and justification for why the check is needed by that date in the Print After Notes of the PR.
- After all budget authorities have approved the PR, the PO number will be assigned.
- The PO will need to be printed. To print the form, use the Purchase Order Status (Long) form in the Reports folder.
- Highlight the due date, paperclip the form to the invoice, and hand-deliver it to an Accounts Payable staff member. Do Not place in Business Office Drop Box.