

FORT HAYS STATE UNIVERSITY STATE ACCOUNT SERVICES

Tech - LiveSystem - Microsoft Intch - LiveSystem - Microsoft In

PR: H99999 PO: P Aprv: Next:

Vendor **ShipTo** **Req. Codes**

V01000630 Addr: 00 NOSHIP Addr: SF
WOODY, STEVEN SHIPPING NOT APPLICABLE
RR 2 BOX 24A
LUDELL KS 67744

Req Codes

526210 527700 526900
P5

Items

Item Num	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended
0001	1	EA	SERVICES-10/22/04	665.00	6230112035- 527700	665.00
0002	1	LOT	TRAVEL REIMBURSEMENT	150.00	6230112035- 526210	150.00
0003	0			0.00	-	0.00

Notes

TAUGHT WORKSHOP ON CLEANING GOLFBALLS
10/22/04

CONTRACTUAL SERVICES FORM COMPLETED

Print After

Type "P5" in Req Code box 8 if amount is greater than \$5,000.

Type Services and the date of the service in the Description.

Object Code:

- 526210 –Travel expense reimbursement
- 527700 –Lecturer, Instructor or Entertainer
- 526900 –Services provided through an individual business or a company business

Or enter 0's and Accounts Payable will enter the Object Code when paying the Invoice.

The following information is Required in the Print After Notes:

- Service provided
- Date of Service
- Verify that the Contractual Services form was completed.
- Purpose – Explain why the service is needed.

Policies:

- Only the budget authority needs to approve these PRs!
- A Contractual Services form on Lotus Notes is needed when a service is provided by an individual to determine the status of the individual (employee or independent contractor). If the contract is for multiple payments the Contractual Service form should only be submitted once for the total amount of the contract. The Contractual Services form must be completed on Lotus Notes prior to submitting a PR.
- If an individual does not furnish a contract or an invoice, print a Purchase Order (Long) Form from IFAS and submit to Accounts Payable. The payment cannot be submitted until the service is complete.
- All contracts must be approved by FHSU legal counsel before signing them. After the service has been completed, send the signed contract, invoice or when an invoice or contract is not available, submit a Purchase Order (Long) Form with the PO# to Accounts Payable. Accounts Payable can only pay for services after they are completed, unless it is stated in the vendor's contract that payment is required at the time of service. If payment is required at time of service a copy of the contract must be provided to Accounts Payable.