

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT SUBSCRIPTION/MEMBERSHIP

Tech - LiveSystem - Microsoft Intch - LiveSystem - Microsoft Int

PR: H99999 PO: Sec Cd: ADF Aprv: Next:

**Vendor** V00000506 Addr: 00 NOSHIP Addr: SH  
CHRONICLE OF HIGHER EDUC SHIPPING NOT APPLICABLE  
PO BOX 791122  
BALTIMORE MD 21279

**ShipTo**

**Req. Codes**

Req Codes

**Items**

Item Nur	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended
0001	1	EA	SUBSCRIPTION 07/15/04-06/15/05	50.00	6110512035- 529100	50.00
0002	0			0.00	-	0.00

**Notes**

CHRONICLE OF HIGHER EDUCATION

SUBSCRIPTION WILL REMAIN WITH FHSU

(IF MEMBERSHIP, TYPE MEMBERSHIP  
WILL REMAIN WITH FHSU)

**Print After**

If subscription or membership is over \$5,000 "P5" is entered in req code box 8. No Prior Authorization or Informal Bid is required.

Type Subscription or Membership and dates in the Description. Verify begin and end dates.

The Object code is 529100 or default to 0's and Accounts Payable will enter the Object Code.

Type the name of the subscription in the Print After notes.

If approved to use the GIE account, use the Org Key 8's in the Account Number field and type "Charge GIE Account" in the Print After Notes.

## Policies:

- The only approval needed is the budget authority.
- The beginning date of the subscription or membership can not overlap the previous year's subscription/membership.
- Subscriptions and memberships must be in the Universities name. The following statement must be typed on the invoice: "membership/subscription will remain with FHSU."