

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT SERVICES

Complete Workday Online Workflow, Purchasing, **Contractual Services Form**

## **Policies:**

- A Workday Online Workflow, Purchasing, **Contractual Services Form** 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 prior to completing a purchase order, contract, or payment.
- All contracts or agreements require pre-approval. General Counsel reviews the document(s), and the President or Vice President for Administration and Finance are the only ones authorized to sign the contract or agreement. This also includes quotes for purchases requiring a signature.
- If an individual does not furnish a contract or an invoice, submit a Workday Online Workflow, Business Office, **Documentation for Workday Payment** form. The payment cannot be submitted until the service is complete.

Refer to [FLOWCHARTS: Procurement to Payment](#), Formal Bid, or [Purchasing Procedures and Workday Requisitions](#), for further details.

Contact the Purchasing Office at 4250 or 4463 with questions.