

# FORT HAYS STATE UNIVERSITY

## STATE ACCOUNT

### MONTHLY PAYMENTS

**Monthly Payment:** For Utilities and other Blankets (i.e., services to the university: Kaiser Trash, Midwest Energy, Jetz Service for laundry).

1. Payment by credit card.
  - a. If amount is over P-Card transaction limit, submit Workday Online Workflow, Business Office, **P-Card Request Form** for approval to pay the supplier.
  - b. **Verify Procurement Card Transactions** in Workday.
2. If the Supplier requires payment by check or ACH, create a **Workday Requisition**.
  - a. Select **"Monthly Payment"** as the **Requisition Type**.
  - b. Enter **"Request Service"** as the **Non-Catalog Request Type**.
  - c. Enter the one year estimated total for the fiscal year or the contract total on the **Service Line**.
  - d. Each invoice is paid separately through the **Supplier Invoice Workbench** once the Purchase Order is issued.
  - e. After the final payment, if a balance remains on the Purchase Order, contact the Purchasing Office to process a change order to cancel the remaining balance.

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

Contact the Purchasing Office at 4250 or 4463 with questions.