

BUSINESS OFFICE

Pre-Payment Policy

Revision Date 6/2/22



FORT HAYS STATE
UNIVERSITY
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University & State Policy Regarding Pre-Payment of Good/Services:

Pre-payment of goods and/or services are not allowed. Payment to suppliers should be made after the goods/services are received.

If pre-payment is required by the supplier, a contract/agreement must be provided that stipulates the terms of the payment and that pre-payment is required.

Note: All contracts/agreements must be submitted to the VP of Administration and Finance and General Counsel for review and signature. No other individuals at FHSU are authorized to sign contracts/agreements on behalf of the University.

Reminder: Invoices should be paid in a timely manner to ensure compliance with the [State of Kansas Prompt Payment Act](#).