

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT INVOICES/RECEIPTS

When the department or organization receives the invoice/receipt:

- Write the PO # in the lower left-hand corner on each page of the invoices.
- Staple invoices together when there is more than one invoice for a PO. Write the PO# on bottom left corner of the invoice. Every small receipt should be taped to a separate 8 ½ x 11 paper. Do not tape, write, or highlight over pertinent information. If there are questions regarding this, contact Accounts Payable.
- Write and/or circle the amount to be paid.
- It is the department's responsibility to hold the invoices until all invoices and merchandise are received for each PO.
- Send in the appropriate envelope to Accounts Payable (see below). Envelopes are available in the Business Office SH106.
- A copy of the invoice/receipt should be kept by the department before sending the original to Accounts Payable.
- If the invoice is for a Blanket PO, write "Blanket" and "Partial" or "Final" to the right of the PO#.
- The Business Office will mail the check to the vendor, unless contractual obligations require otherwise.
- When documentation is to be mailed with the check, the department should make a copy of that documentation, paperclip it to the original invoice and send it to Accounts Payable. Any special mailing instructions should be typed in the Print After Notes: "Mail with check" or "Mail to Mr. John Doe".
- If the ORG Key is incorrect on a PO that has not been paid, the budget authority can sign the original invoice writing the correct ORG Key on the invoice.
- Credit card slips are not sufficient documentation since it does not list what was purchased. An itemized receipt is required. If one is not obtained, a Lost Receipt Verification Form on Lotus Notes must be completed. Instructions for completing the form are at: <http://www.fhsu.edu/purchasing/Lost-Receipt>.
- For RUSH and DATED PRs please refer to: <http://www.fhsu.edu/purchasing/State-Rush>.

## ENVELOPES

- Invoices to **reimburse the traveler** should be sent to the Accounts Payable in the PO Invoice Envelope.
- All other invoices to be paid by PO#s should be sent to the Accounts Payable in the PO Invoice Envelope.
- Invoices paid by P-Card should be sent to the Accounts Payable in the Credit Card Envelope.
- Completed Credit Card Log Sheets should be placed into the Credit Card Log Sheet envelope and hand delivered to Accounts Payable.
- Invoices to be paid by Interfund Voucher should be sent to Accounts Payable in the Interfund Envelope.