

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT ORDERS TO BE FAXED

ch - LiveSystem

PR: H99999 PO: [ ]

**Vendor** | **ShipTo** | **Details** | **Req. Codes**

V00114650 Addr: P1 WAREHOUSE Addr: SF  
 HON CO FORT HAYS STATE UNIVERSITY  
 ATTN GOVERNMENT SALES 600 PARK ST  
 200 OAK ST  
 MUSCATINE IA 52766 HAYS KS 67601

Confirm: [ ]  
 Account: [ ]  
 Bid # [ ] PO Type: P  
 Contract # 05755 Terms: [ ]  
 End Use: P TOEFFER  
 Buyer: [ ]

**Items**

Item Nur	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended Am
0001	4	EA	HON SENSIBLE GUEST CHAIR #6008 FABRIC	107.25	6110512035- 537100	429.00
0002	4	EA	HON STEEL SERIES GUEST CHAIR #4003 FAB	70.20	6110512035- 537100	280.80
0003	0			0.00	-	0.00

**Notes**

AUTHORIZED DEALER: THOMPSON CRAWLEY

PURCHASED FOR OFFICE USE

**Print After**

The Ship To Tab should be WAREHOUSE when an order is to be shipped to FHSU.

Req Code "FN" in **Box 2** will automatically fill in.

End Use should list the person who the order will be delivered to.

Only 30 characters in the Description will print on reports and can be seen by Accounts Payable. Type the most descriptive words first.

All additional information that needs to be communicated to Purchasing or is needed by the auditor and/or the vendor should be typed in the Print After Notes.

## Polices:

- All orders need to be faxed by Purchasing.
- Other than Purchasing, only the budget authority needs to approve these PRs!
- The order will be delivered to the department's delivery address.

## Receiving Copy:

The Receiving Copy feature is no longer supported by IFAS 7.