

State Account

- [Central Purchasing](#)
 - To order supplies through [Central Purchasing](#) website.
- [Contractual Services](#)
 - The Contractual Services form is required to determine whether an individual performing services should be classified as an employee of the State of Kansas or an Independent Contractor.
- [Delivery Addresses](#)
 - This is a listing of delivery addresses for FHSU.
- [Insurance for Vehicles on Official State Business](#)
 - Guidelines regarding insurance on vehicles.
- [Mobile Apps](#)
 - Instructions on submitting the Mobile App form - this applies to Apple, Android, and Chrome mobile apps.
- [Monthly Payments](#)
 - Instructions for goods/services that have a reoccurring monthly payment - examples: Midwest Energy, laundry service, etc.
- [Purchasing Forms \(click on the Purchasing Procedures and Workday Requisitions\)](#)
 - Formal Bid - this is for items/service for a total price of \$25,000.00 or greater.
 - Informal Bid - this is for items/service for a total price of \$5,000.00 to \$24,999.99.
 - Prior Authorizations - this is for items/service for a total price of \$5,000.00 or greater in which the vendor is considered a sole source.
- [Regular Purchase](#)
 - Instructions for regular purchase items, less than \$5,000, in which the vendor requires a purchase order. If the vendor does not require a purchase order, please use the Business Office instructions for a Supplier Invoice.
- [Notary Services](#)

- Steps to obtain a notary.
- [Non-State Driver Agreement](#)
 - This is the form that is required by the State of Kansas for a non-state individual to drive a vehicle on state business. Please turn this form into the Purchasing Office.
- [LAG Rentals, LLC - Hertz Reservation Form](#)
 - Form to submit for a vehicle reservation.
- [LAG Rentals, LLC - Hertz Emergency/Roadside Assistance](#)
 - Instructions to follow for emergency/roadside assistance with a LAG Rentals, LLC vehicle.