

FORT HAYS STATE UNIVERSITY STATE ACCOUNT - CENTRAL PURCHASING

Central Purchasing, formerly known as the Warehouse, will assist in ordering office supplies for departments from vendors that are not Staples or Amazon and under \$10,000. All departments under Fort Hays State will have access to their own Amazon and Staples accounts to place orders themselves. Central Purchasing will oversee and approve/decline these orders while price matching with other vendors.

Policies:

Orders.

- Departments will place their order (from vendors that are not Amazon or Staples) on the Central Purchasing web site:
<https://webapps.fhsu.edu/CentralPurchasing/default.aspx>
- Users will need to request access for their first time using the website. From there they can access the shipping forms for any outgoing packages and create orders for vendors outside of Amazon and Staples. When placing orders, departments will need to provide a cost center to be charged for a purchase and provide justification for the purchase under the comments/notes section of the order form.
- Accessing Amazon/Staples: The Central Purchasing website provides links to register for an account on our Staples Business Advantage as well as our Amazon Business Prime. Once registration has been submitted it is up to the Central Purchasing staff to approve these accounts for use.
- Central Purchasing will be responsible for overseeing all orders that are placed by the departments on our website or Amazon/Staples. If another vendor puts up a competitive price for an item, then contact will be made with the department that is ordering. The lowest price is always what will be strived for.
- All orders/deliveries placed at the University will come to the Warehouse first before being sent to the corresponding department. When creating accounts on the Central Purchasing website, Amazon, Staples, or other vendor, departments should use the address of the building they are in or use 600 Park St along with the name of their department. Please reference this campus address form:
[Campus 911 Addresses 12-01-25.pdf](#)

Other functions that will be maintained by Central Purchasing staff include:

- Assist in ordering furniture and other miscellaneous supplies.
- Delivery of large items.
- Management of large truck traffic on campus.
- Central delivery of items with incomplete addresses.
- Outgoing freight.
- Pick up used toner cartridges. When placing an order on the Central Purchasing web site, type in the Notes section of the Checkout site that a used toner cartridge needs to be picked up.
- Contact Central Purchasing with any questions.

Mail:

The official mailing address for FHSU:
Fort Hays State University
600 Park Street
Hays, KS 67601

Use the official mailing address for the following:

- United State Postal Service (USPS) mail
- Printed material, such as FHSU printed envelopes and stationery, business reply envelopes, non-profit/bulk mail envelopes, departmental brochures - FHSU web site.

Returns:

- Departments are responsible for all returns, restocking fees, and shipping and handling.
- To return items delivered to your delivery address from a vendor, i.e., Staples Advantage, Tri-Central, Northwestern, call the vendor to explain the discrepancy. The item(s) will be picked up from your office by the appropriate vendor.
- To return items delivered to your delivery address by UPS, FedEx, or DHL, call the vendor to explain the discrepancy. Request a Return Authorization number from the vendor and complete the FHSU Shipment Form located on the Central Purchasing web site. If you have questions regarding returns, contact Central Purchasing.