

FORT HAYS STATE UNIVERSITY
Mobile Apps

This form applies to Apple, Android, and Chrome mobile apps. The apps can be purchased using the University P-Cards.

The Spend Category 541890 should be used.

The App Number assigned to the Apps Approval Form must be written on all receipts before submitting them to Accounts Payable.

The procedure must be followed for purchasing apps using university funds. No reimbursements are allowed when apps are purchased outside this process.

This does not apply to “free” apps.

Refer to [FHSU Training Library: Workflow-Mobile App Approval Form.pdf](#)