

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT MONTHLY PAYMENTS

**Monthly Payments:** For utilities and other blankets (i.e., services to the university, trash services, electric, water, laundry).

1. Payment by credit card.
  - a. If the amount is over your P-Card transaction limit, submit Workflow Apps Business Office, **P-Card Request Form** for approval to pay the supplier. Please contact the Business Office for assistance.
  - d. **Verify Procurement Card Transactions** when you receive the invoice. Please contact the Business Office for assistance.
  
2. If the Supplier requires payment by check or ACH, create a **Workday Requisition**.
  - a. Select "**Monthly Payment**" as the **Requisition Type**.
  - b. Enter the one year estimated total for the fiscal year or the contract total on the **Service Line**.
  - c. Each invoice is paid separately through the **Supplier Invoice Workbench** once the Purchase Order is issued.
  - d. After the final payment, if a balance remains on the Purchase Order, contact the Purchasing Office to process a change order to cancel the remaining balance and close the Purchase Order.

Refer to [FHSU Training Library](#).  
[FLOWCHARTS-Procurement to Payment.pdf](#) or  
[Purchasing Procedures and Workday Requisitions.pdf](#)

Contact the Purchasing Office at 4250 or 4463 with questions.