

FORT HAYS STATE UNIVERSITY STATE ACCOUNT REGULAR PURCHASE

Regular Purchase - Purchase less than \$10,000.

Exceptions: Membership Dues, Subscriptions and Speakers/Entertainers.

1. If Supplier requires a purchase order and accepts payment by credit card without fees, complete:
 - a. Workflow Apps **Pcard Purchase Order** form. Purchasing will send the purchase order to the supplier.
 - b. **Reminder:** Do not complete a Workday Requisition.
 - c. When goods are received or services provided, if the amount is above your P-Card transaction limit, submit Workflow Apps Business Office, **P-Card Request** form for approval to pay the supplier.
 - d. **Verify Procurement Card Transactions** when you receive the invoice. Please check with the Business Office for these instructions.
2. If the Supplier requires a purchase order and accepts payment by check or ACH:
 - a. **Create Requisition.**
 - b. Select **“Regular Purchase”** as the **Requisition Type**.
 - c. Enter **“Request Service”** as the **Non-Catalog Request Type**. Multiple payments can be made on the **“Request Service”** line.
 - d. Use **Supplier Invoice Workbench** in Workday for payment of each invoice. Please check with the Business Office for these instructions.
3. If the Supplier does not require a purchase order and payment is by check or ACH, for each invoice, process **Create Supplier Invoice** in Workday for payment. Please check with the Business Office for these instructions.

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.