

FORT HAYS STATE UNIVERSITY STATE ACCOUNT PRIOR AUTHORIZATION

Policies:

- Sole Source purchases of \$5,000 and over for goods/commodities, including shipping and handling, and Professional/Consultant services must be approved by FHSU Purchasing.
- **Definition of Sole Source:** Sole Source Procurement is justified when there is only one good or service that can reasonably meet the need, and there is only one vendor who can provide the good or service. A requirement for a particular proprietary item (i.e., a brand name specification) does not justify Sole Source Procurement if there is more than one potential vendor for that good or service. Price is not a consideration to justify sole source procurement. In cases of reasonable doubt, competition will be solicited. Used equipment is considered a sole source purchase.
- If a department feels the transaction meets the criteria for a sole source, a Lotus Notes Workflow Prior Authorization Form will be completed and submitted to FHSU Purchasing.
- If the vendor accepts the P-Card and does not charge a fee, the P-Card Bank ID and cardholder information on the Prior Authorization form will automatically increase the P-Card limit as necessary. The Lotus Notes Workflow P-Card Request form is not needed. The Lotus Notes Workflow P-Card Purchase Order form will be completed, and the Purchasing Office will fax the order to the vendor. The vendor will contact the Purchasing Office 48 hours prior to shipment. The Prior Authorization form will be approved by FHSU Purchasing, notifying P-Card Requests (Accounts Payable) to increase the P-Card limit. Approval of this form will be notification that the order has been shipped and billed.
- If the vendor does not accept a P-Card, the Prior Authorization form will be approved. The department will submit a PR with "P5" in Req Code Box 8 and WAREHOUSE or NOSHIP in the Ship To tab. After approval of the PR, the Purchasing Office will fax the order to the vendor, if applicable.