

FORT HAYS STATE UNIVERSITY

STATE ACCOUNT

PRIOR AUTHORIZATION

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 supplier who can provide the good or service, including items on state contract. A requirement for a particular proprietary item (i.e., a brand name specific) does not justify Sole Source Procurement if there is more than one potential supplier/distributor/reseller for that good or service. Used equipment is considered a sole source purchase.

Exceptions: Membership Dues, Subscriptions and Speakers/Entertainers.

1. If a department feels the transaction meets the criteria for a sole source, complete a Workday Online Workflow, Purchasing, **Prior Authorization Form** (\$5,000 or greater), select one of the following on the form:
 - Sole Source (Goods)
 - Consulting (Services)
 - Delegated Authority (Emergency purchases to be determined by the Purchasing Office)

NOTE: The Purchasing Office will contact the department if the Workday Online Workflow **Prior Authorization Form** is approved or if a bid process must be completed prior to the purchase. In cases of reasonable doubt, competition will be solicited and the bid process will be completed.

2. Supplier purchase order/payment:
 - a. If Supplier accepts payment by credit card without fees, complete:
 - 1) Workday Online Workflow Purchasing **P-Card Purchase Order Form**. Purchasing will send the purchase order to the supplier.
 - 2) **Reminder:** Do not complete a Workday Requisition.
 - 3) When goods are received or services provided, contact the Purchasing Office to approve the Workday Online Workflow **Prior Authorization Form** to open the PCard to the authorized amount. When the **Prior Authorization Form** is approved, an email notification goes to the submitter; and the department can contact the Supplier to make payment.
 - 4) **Verify Procurement Card Transactions** in Workday when the invoice is received.
 - b. If the Supplier accepts payment by check or ACH:
 - 1) Create a Workday **Requisition**.
 - a) Select "**Prior Authorization Sole Source (Goods), Consulting (Services), or Delegated Authority**" as the **Requisition Type**.
 - b) Enter "**Request Goods**" or "**Request Services**" as the **Non-Catalog Request Type**. If multiple payments will be made, enter as "**Request Services**".
 - 2) Purchasing will send the purchase order to the supplier.
 - 3) When goods are received or services provided, contact the Purchasing Office to approve the Workday Online Workflow **Prior Authorization Form**. When the **Prior Authorization Form** is approved, an email notification goes to the submitter; and the department can process the payment.
 - 4) Use **Supplier Invoice Workbench** in Workday for payment of each invoice.

Refer to [FLOWCHARTS: Procurement to Payment](#), Prior Authorization, or [Purchasing Procedures and Workday Requisitions](#) for further details.

Contact the Purchasing Office at 4250 or 4463 with questions.