

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT REGULAR PURCHASE

## Regular Purchase - Purchase less than \$5,000.

**Exceptions:** Membership Dues, Subscriptions and Speakers/Entertainers.

1. If Supplier requires a purchase order and accepts payment by credit card without fees, complete:
  - a. Workday Online Workflow, Purchasing, **P-Card 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 over your P-Card transaction limit, submit Workday Online Workflow, Business Office, **P-Card Request Form** for approval to pay the supplier.
  - d. **Verify Procurement Card Transactions** when you receive the invoice.
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 Goods**" or "**Request Service**" as the **Non-Catalog Request Type**. If multiple payments are made, enter as "**Request Service**".
  - d. Use **Supplier Invoice Workbench** in Workday for payment of each invoice.
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.

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

Contact the Purchasing Office at 4250 or 4463 with questions.