Activity Accounts Policy

FHSU Activity Account Policy

Fort Hays State University administers activity accounts for the convenience of student organizations as well as faculty and staff groups. Activity accounts are for university related activities. University or state funds, with the exception of statutorily identified fees associated with student publications, athletics, or student unions, may not be transferred to these accounts. Sales made on behalf of activity accounts are subject to sales tax. Student Fiscal Services is responsible for remitting sales tax to the State of Kansas for taxable sales. The most current policies and procedures are available at http://www.fhsu.edu/sfs/departments/. Training is provided upon request to the Student Fiscal Services Director.

Establishing an Activity Account

To request an Activity Account, the Lotus Notes Workflow Account Request form (on the Lotus Notes Workflow icon) should be completed with final approval by the faculty sponsor or person responsible for the funds. A review committee will determine if the account meets the eligibility criteria. E-mail notification will be sent to the person requesting the account once a decision is made.

Account Balances

Organizations or groups are responsible for maintaining records and balancing the account. The appointed person (usually the Treasurer) should record all deposits and expenditures as they occur, either in a ledger or on a spreadsheet. Membership procedures within the organization should include instructions for reporting transactions. Accounts should be reconciled with the current FHSU accounting system. All supporting documentation including account reconciliation documentation, customer receipt books, copies of invoices/vendor receipts, etc are to be maintained for the current fiscal year plus one year.

Transaction Processing

The transaction for an Activity Account is initiated using the IFAS Purchase Requisition. All persons selected to manage the Activity Accounts will be expected to comply with University policies and procedures for all transaction processing.

Organization members authorized to initiate transactions who do not have personal access to Internet Explorer can use the computers located in the Center for Student Involvement LL-014 in the Memorial Union. The faculty sponsor for each Activity Account will be assigned a generic ID, a password, and instructions to forward to the designated persons needing to submit transactions. The generic ID will allow permanent history to be viewed by anyone who has access to the ID.

Account Responsibility

Accounts will be audited for compliance with University and State of Kansas policy. Misuse of activity accounts will result in review of circumstances by the Vice President for Administration and Finance and may result in the discontinuation of the account or other action as deemed necessary. Organizations must have a policies and procedures manual to help provide guidance and reference for officers and members of the organization. A sample policies and procedures manual can be found on this site at Sample Policies and Procedures.

Communication
E-Mail will be the primary source for providing information about changes in procedures or policy to authorized persons.

Kansas Retail Sales Tax
Student Fiscal Services has the responsibility for collecting and remitting sales tax of tangible personal property and/or services by organizations of the University. When receipts are deposited for the sale of merchandise and services (i.e., income producing products, etc.), **the current retail sales tax** will be subtracted from the deposit and remitted by FHSU to the Kansas Department of Revenue **under our tax#004-431922999F-01.**

It will be the responsibility of the organization to collect the additional amount from the purchase to cover the current sales tax rate. If the sales tax was not collected, the deposit will be reduced to cover the tax as though it had been collected.

Purchases of commodities, equipment, etc., used to generate the income that is subject to tax should be exempt at the time of the purchase. This can be accomplished by giving the vendor the tax remittance #004-431922999F-01 at the time purchases are made. This is NOT a blanket exemption number for all items purchased, but should be used ONLY for purchases directly related to the generation of taxable sales.

Current forms, policy, procedures, links, etc. are updated as changes are made.

If you have any questions or comments please send an e-mail to purchasing@fhsu.edu, or call (785) 628-4250, or send mail to:

Purchasing Office
Fort Hays State University
318 Sheridan Hall
600 Park Street
Hays, KS 67601-4099