

FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT OKTOBERFEST

uests - SunGard BI-Tech - Lives

PR: H99999 PO: Sec Cd: AMST Aprv: Next:

Vendor 0000016429 Addr: 01 NOSHIP Addr: SE Confirm: Account: Bid #: PO Type: P Contract #: Terms: End Use: Buyer:

VOLGA GERMAN SOCIETY
PO BOX 1314
HAYS KS 67601

SHIPPING NOT APPLICABLE

Items

Item Num	Quantit	Units	Description	Amount	ACCOUNT NUMBER	Extended Ar
0001	1	LOT	PRE-MED CLUB-7% FEE	116.55	SA11350500- 526900	116.55
0002	0			0.00	-	0.00

Notes

PRE-MED CLUB
OKTOBERFEST BOOTH
10/05/07
REQUIRED 7% GROSS SALES
PARTICIPATION FEE
APPROVED BY UNIVERSITY RELATIONS
RECEIPT# C502136
\$1782.38 TOTAL REVENUE
\$ 117.38 SALES TAX PAID
\$1665.00 GROSS SALES
\$ 116.55 7% GROSS SALES

Print After

Vendor is Volga German Society.

Ship To is always NOSHIP.

The Details tab is not used.

In the Items tab, the Description is the organization's name-7% Fee.

Object Code is always 526900.

Print After Notes must contain the following:

- Organization's Name
- "Oktoberfest Booth"
- Date of event
- Approved University Relations
- IFAS Receipt Number
- Breakout of how the 7% was figured

Policies:

- The University Relations office must approve all promotional designs on T-shirts, pens, etc. The University Relations office is located in Sheridan Hall Room 204 or you may contact them at 628-4521.
- Items purchased for Oktoberfest booths that will be resold at Oktoberfest (shirts, food, etc.) should follow the resale policies at: <http://www.fhsu.edu/purchasing/AA-Resale>.
- A cash box can be checked out from Student Fiscal Services for fundraising events. A minimum 24-hour notice is required to allow time to obtain proper change from the bank. Funds are limited, so requests will be honored on a first-come, first-serve basis. Cash box instructions are at: <http://www.fhsu.edu/purchasing/Cash-Box>.
- Once the Oktoberfest activities are over, deposit all funds into the organization's account. Sales tax is taken out of the deposit. Deposit instructions can be located at: http://www.fhsu.edu/sfs/cash_checks_deposit_slip.
- The Volga German Society receives 7% commission on sales for booth rentals at Oktoberfest. The 7% is based on gross sales taken in the day of Oktoberfest. Do not pay the Volga German Society with cash. A PR must be processed to the Volga German Society. Reference the IFAS receipt number(s). To locate the receipt number, see Refund instructions at <http://www.fhsu.edu/purchasing/AA-Refunds>.
- The IFAS PO Long Form should be sent to Accounts Payable to process payment. If available, please attach a copy of the CSI approval memo.