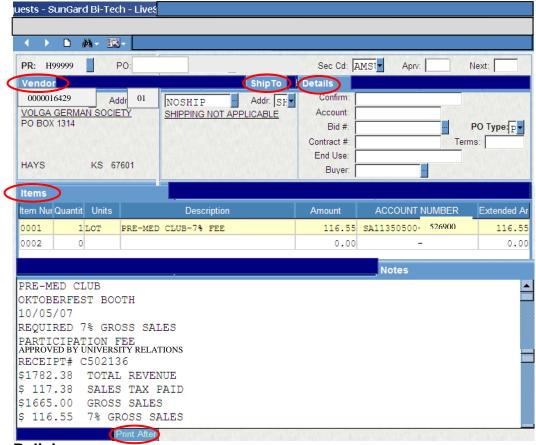
FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT OKTOBERFEST



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 <u>all</u> 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 <u>gross sales</u> 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.