

FORT HAYS STATE UNIVERSITY STUDENT ACTIVITY ACCOUNT OKTOBERFEST

Policies:

- The University Relations office must approve all promotional designs on T-shirts, pens, etc. The University Relations office is located in Hammond Hall Room 204 or you may contact them at 785-628-4521.
- Items purchased for Oktoberfest booths that will be resold at Oktoberfest (shirts, food, etc.) should follow the resale policies at: [Resale](#).
- A cash box can be checked out from Student Fiscal Services for fundraising events. A minimum 48-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 [Create Spend Authorization: Request for Cash Box](#).
- The Volga German Society requires an upfront booth fee depending on the size of the booth. This fee will be paid by the Purchasing Office with a list of the Organizations attached as documentation.
- The week after Oktoberfest, [Record Cash Sales](#) in Workday and deliver all funds to Student Fiscal Services. Instructions are located at [Record Cash Sales](#).
- The Volga German Society will also receive a 5% commission on sales from the Oktoberfest booths. This fee is based on net sales taken in the day of Oktoberfest. Do not pay the Volga German Society with cash.
- Process a Workday [Supplier Invoice](#) to pay the 5% fee to the Volga German Society. Include the 'Organization's Name-5% Fee' in the Item Description on the Invoice Line. The spend category is 599999. The following information is included in the [Invoice Line Memo](#):
 - Organization's Name
 - Oktoberfest Booth
 - Date of event
 - Approved by University Relations
 - Receipt Number (CSHXXXXX) See [Record Cash Sales](#)
 - Breakout of how the 5% was figured:
(Example: Gross Sales - Sales Tax = Net Sales x .05 = Fee to be paid)

A PDF of the Cash Sales receipt should be attached to the Supplier Invoice as documentation for processing.

If available, please attach a copy of the Center for Student Involvement (CSI) approval memo.