

FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT REFUNDS

POUPPR - SunGard Bi-Tech -

PR: H99999 PO:

Vendor **ShipTo**

E00115443 Addr: 00 NOSHIE Addr: SF
TWEED, SANDRA SHIPPING NOT APPLICABLE
FHSU NURSING
600 PARK ST
HAYS KS 67601

Req Codes

Items

Item No	Quantit	Units	Description	Amount	ACCOUNT NUMBER	Extended Ar
0001	1	EA	REFUND FOR FRIDGE DEPOSIT	20.00	SA10460500- 469090	20.00
0002	0			0.00	-	0.00

Notes

CONTACT:
JENNIFER MAYERS AT 4899

FRIDGE RENTAL
DEPOSIT RETURN

RECEIPT# C5014270

Print After

The object code appears in the OBJ column of the Detailed Transaction Listing by Department report (see below).

If the code TS appears in the MISC column of the report (see below), you will need to refund sales tax.

The following information is required in the Print After Notes:

- Purpose for the refund.
- Reference the original IFAS receipt number. This appears in the Receipt Invoice column.

Policies:

- Only the budget authority needs to approve Refund PRs!
- Run the IFAS Detail Transaction Listing by Department CDD report located in the Department folder and locate the deposit transaction to complete the PR.
- If the code TS appears in the MISC column, sales tax was collected and deposited into SA30010500 with object code 469090. Refund this to the individual on a second line in the Items tab.

FORT HAYS STATE UNIVERSITY										
DEPT: SA1046 - RESIDENCE HALL ASSOCIATION				DETAIL TRANSACTION LISTING						
08/01/2006 THRU 08/31/2006										
POST DATE	OBJ	MISC	RECEIPT/ INVOICE	PURCH ORDER	CK NO	BANK ID	VENDOR	DESCRIPTION	DEBITS	CREDITS
08/30/2006	469090	NS	C5014270			SA		FRIDGE/MICROWAVE DEPOSIT	0.00	40.00