

# FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT RESALE

uests - SunGard BI-Tech -  
/Screens/Purchasing/POUPPR.asp

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

**Vendor** **Ship To** **Details**

V00112496 Addr: 00  
KARLA'S HOUSE OF SWEETS &  
KARLA ROHLER  
510 4TH ST  
VICTORIA KS 67671

NOSHIP Addr: SF  
SHIPPING NOT APPLICABLE

Confirm: Account: Bid #: PO Type: P  
Contract #: Terms: End Use: Buyer:

**Items**

Item Num	Quantit	Units	Description	Amount	ACCOUNT NUMBER	Extended Ar
0001	1	LOT	BIEROCKS	375.00	SA10870500- 539900	375.00
0002	0			0.00	-	0.00

**Notes**

CONTACT:  
RON SCHOTT AT 628-5348

BIEROCKS TO SELL AT  
GEOSCIENCES CLUB BOOTH AT  
OKTOBERFEST  
09/29/06

THESE ITEMS ARE FOR RESALE  
TAX REMITTANCE# 004-431922999F-01

**Print After**

Vendor is who the check is payable to.

Ship To is always NOSHIP.

The Details tab is not used if the vendor does not take credit cards (See Credit Card instructions).

In the Items tab, do NOT add Tax Code on PRs for resale.

If an individual is being reimbursed for items that will be resold, type the name of the store where the purchase was made in the Description.

Print After Notes must contain the following:

- Contact person's name and phone number
- Purpose of purchase
- Date of event or activity
- Resale Tax Remittance Number

## Policies:

- "Approved by University Relations Office" should be typed on the PR in Print After Notes, or an email from University Relations Office stating approval should be printed and attached to the invoice, for any logo or reference to Fort Hays State University.
- Object Code is always 539900.
- Do not pay sales tax to the vendor when purchasing items for resale.
- State "THESE ITEMS ARE FOR RESALE. TAX REMITTANCE# 004-431922999F-01" in the Print After Notes. This includes shirts, or any other merchandise, to be sold to members or any individual if money is collected from the individual who receives the merchandise. Also, do not pay sales tax on the initial purchase of items used in the preparation of food (foil, cooking spray, etc.) or on items sold with the food (plates, napkins, etc.).
- Deposit all of the money received from sales into the organization's account. Sales tax is taken out of the deposit. Effective July 1, 2007, the combined tax rate that is charged is based on the "destination" of the goods or service (i.e. the rate in effect where the customer takes delivery of the merchandise or makes first use of a taxable service). Deposit instructions can be located at [http://www.fhsu.edu/sfs/cash\\_checks\\_deposit\\_slip](http://www.fhsu.edu/sfs/cash_checks_deposit_slip)