

FORT HAYS STATE UNIVERSITY ACTIVITY ACCOUNT OR STATE ACCOUNT CASH BOX

Your security code should appear

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

Vendor **ShipTo** **Details**

0000037587 Add: 01 NOSHIP Addr: SF Confirm: Account: Bid #: Contract #: End Use: JANE DOE Buyer: PO Type: P Terms: BX

FHSU ACTIVITY ACCOUNT
600 PARK STREET

HAYS KS 67601 SHIPPING NOT APPLICABLE

Items

Item Num	Quantit	Units	Description	Amount	ACCOUNT NUMBER	Extended A
0001	10	EA	ONE DOLLAR BILLS	1.00	3282122510- 572900	10.00
0002	2	EA	TEN DOLLAR BILLS	10.00	3282122510- 572900	20.00
0003	40	EA	QUARTERS	0.25	3282122510- 572900	10.00
0004	0			0.00	-	0.00

Notes

CONTACT JANE DOE AT 628-1234

WILL PICK UP CASH BOX
08/24/05 AT 12:45PM

OCTOBERFEST BOOTH
09/30/05

Print After

Vendor is FHSU Activity Account.

Terms must be "BX".

End Use should list the person who will pick up the cash box.

Items should be broke out per bill or coin.

Object Code should always be 572900.

Print After Notes must contain the following:

- Contact person's name and phone number
- Date and time to pick up the cash box
- Event or activity
- Date of event or activity

Policies:

- Only the budget authority needs to approve Cash Box PRs.
- Cash boxes are available for FHSU events/activities only.
- Student Fiscal Services should not be requested to contact the person picking up the box.
- A limit of \$100 is allowed for a period no longer than one week. Amount is limited to less than \$100 if the account does not have adequate funds.
- 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 boxes must be checked out before 4:00 p.m. on scheduled work days.
- Only authorized individual(s) listed on the PR can check out the cash box.
- A photo ID will be required when receiving the cash box and an IFAS form must be signed.
- When the cash box is issued, a return time will be established.
- When the cash box is returned, an IFAS form must be signed.
- Funds may be automatically deducted from the account if not returned at the time specified.