

FORT HAYS STATE UNIVERSITY

STATE ACCOUNT

REFUNDS

ech - LiveSystem - Microsoft Intech - LiveSystem - Microsoft Internet Explorer

PR: H99999 PO:

Vendor **ShipTo**

V01001719 Addr: 00 NOSHIP Addr: SH By: Colleen Taylor
 FERNANDEZ, CARLOS SHIPPING NOT APPLICABLE Date: 02/28/20
 313 HIGHLAND AVE
 NEWTON KS 67114 PO Total: \$70.00

Req Codes

Items

Item No	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended
0001	1	EACH	REFUND FOR PRINTMAKING	65.39	1161022510- 422900	65.39
0002	1	EACH	TAX ON SUPPLIES	4.61	8888888888- 469090	4.61
0003	0			0.00	-	0.00

Bank ID=FE
 Key Refund

Print After

Some departments have been notified that they can use Bank ID FE. They should type Bank ID=FE in the Print After Notes.

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 6230522510 with object code 469090. Refund this to the individual (See example above).

<div>DEPT: 116102</div> <div>FORT HAYS STATE UNIVERSITY</div> <div>DETAIL TRANSACTION LISTING</div> <div>02/01/2005 THRU 04/30/2005</div>										
POST DATE	OBJ	MISC	RECEIPT/ INVOICE	PURCH ORDER	CK NO	BANK ID	VENDOR	DESCRIPTION	DEBITS	CREDITS
2/7/2005	422900	TS	C5003962			FE		ART SUPPLIES	0.00	65.39