

Fort Hays State University
Student Activity Account Policies & Procedures
for Cost Center Manager (Budget Authority)

As the Cost Center Manager (budget authority) of the established account, you are responsible for ensuring the following policies and procedures are met:

- Follow Student Activity Account guidelines at [Purchasing Policies Procedures and Templates](#).
- Have a policies and procedures manual, see sample at [Policy SA Transactions](#).
- To request a Student Activity Account credit card to pay for purchases which accept credit card payment follow the instructions at [Create Spend Authorization-Request for Student Activity Credit Card](#).
- A written receipt is required when collecting cash; recommended for all transactions. Receipt books are available at 318 Sheridan Hall
- Code receipts accurately using the list [Object Codes vs. Workday Revenue Categories Crosswalk](#)
- Record Cash Sales with Student Fiscal Services following guidelines at [Record Cash Sales](#).
- Collect sales tax when appropriate. It will be the responsibility of the organization to collect the tax if the items purchased are for resale, covering the current sales tax rate. The Student Fiscal Service Office will route the Cash Sale back to the initiator through Workday if the sales tax is not correct. (If the sales tax is not collected, the deposit will be reduced to cover the tax as though it has been collected.)
- Keep copies of all receipts, deposit slips, invoices, credit card receipts, and other financial transactions for the current year and prior year.
- Reconcile account(s) monthly to the Cash by Cost report in Workday.
- Do not use state resources for revenue producing activities (administrative assistants, student labor, equipment, etc.).