

**Fort Hays State University**  
**Student Fiscal Services – Sheridan Hall 110G**  
**Hays, KS 67601**

Phone: 785-628-4252 Email: [sfsmail@fhsu.edu](mailto:sfsmail@fhsu.edu) Fax: 785-628-4081 Web site: [www.fhsu.edu/sfs](http://www.fhsu.edu/sfs)

**Deposit Slip Instructions\***

**Note:** There are 2 separate deposit slips to complete depending on the type of money being deposited. Use one for credit cards (Visa, Mastercard, Discover, American Express, and Tiger Card) and use one for cash and checks. *\*If your deposit will include taxable items sold or serviced outside the City of Hays, please review the Deposit Slip Instructions for Destination Sales Tax.*

- Fill in the: Account Name (official account name on IFAS)  
Org Key (Acct Number) - a 10 digit number (the previous account # plus the fund number)  
Budget Authority  
Date  
Prepared By (may include supervisor/sponsor name if student is preparing the deposit.)  
Phone Number
- Skip lines 7-14, these cells automatically compute
- Under “Description of Transaction”
  - Description of transaction – REQUIRED AND LIMITED TO 30 CHARACTERS
    - Provide a brief explanation of the transaction (Ex: registration fee, copies, membership dues, sale of candles, etc.)  
The description area is limited to 30 characters and should reflect the information that will display on CDD reports.
    - Provide further details of the transaction in the DETAILED DESCRIPTION OF DEPOSIT box provided at the bottom of the deposit slip.
    - Do not just list sales or fund raiser, list specific items sold.
    - When collecting money from a tax-exempt organization, it is the department’s/organization’s responsibility to obtain a tax exemption certificate and keep it as a permanent record for auditing purposes. Also state in the description if the transaction was for an exempt vendor. (Ex: Lab Manual-exempt)
    - Donations must be deposited with the FHSU Foundation.
    - Raffles must be pre-approved by FHSU Legal Counsel
  - Receipt # (if used)
    - Attach individual receipts with a tape calculating the total.
    - When collecting cash, the department/organization should always provide a receipt to the customer.
    - Receipt books are available in Administration and Finance (Sheridan Hall 318).
  - Obj Code
    - Provide the object code of the transaction. See current list of Object Codes at [www.fhsu.edu/sfs](http://www.fhsu.edu/sfs) under Activity & Departmental accounts.
  - Type
    - Enter one of the following types according to the transaction  
NS—Non taxable Sale  
TS—Taxable Sale (for sales within Hays city limits)  
TE—Taxable Sale for an exempt organization  
TR—Taxable Sale for resale  
TO—Taxable Sale to an out of state vendor
  - Amount—there are either 2 or 5 columns to choose from depending on the deposit slip (cash and checks OR VISA, Mastercard, Discover, American Express, Tiger Card).
    - Enter the entire amount (including tax) under the correct column. If the transaction falls under more than one column, split the amounts appropriately.
  - Tax
    - This field will compute automatically AFTER the “Type” is filled in.
  - Net
    - This field is the difference between the Amount and Tax columns. It will compute automatically.
- Under “Record Credit Cards” OR “Record all checks & currency”
  - Credit Cards
    - Enter the total amount of credit card sales included in the deposit next to the appropriate type of credit card
  - Currency
    - Enter the total amount by currency denomination
  - Check # & Check Amt
    - Enter each check # and corresponding amount included in the deposit

- Transaction and currency totals must match with the deposit total. If the cells are highlighted red, then there is a discrepancy in the totals that must be corrected before delivering to SFS.
- Checks and currency should be banded (not stapled) in the same order as listed on the right-hand side of the deposit slip.
- Print a copy of the deposit slip and place with the deposit in the “Deposit Slip” envelope provided by SFS.
- Hand-deliver to SFS in a Student Fiscal Services Deposit Only envelope. Envelopes are available in the mailroom or SH110G.
- Retain one copy for the department’s/organization’s records for five years for auditing purposes.
- Refer to deposit policy & procedures at [www.fhsu.edu/sfs](http://www.fhsu.edu/sfs)
- Receipts will not be provided. Use a CDD report to verify the accuracy of the deposit.
- Notification of deposit errors will be sent from SFS via Lotus Notes Deposit Change/Corrections form or department may be contacted to pick up deposit and make corrections.