

**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)

**Destination Sales Log Sheet Instructions**

**Note:** This log sheet must be completed and turned in along with the destination sale deposit slip for all sales and items delivered outside Hays city limits.

- Fill in the: Account Name (official account name on IFAS)  
Prepared By  
Phone Number  
Date Prepared
- Date of Sale
  - Enter the date the sale of the item(s) took place.
- Org Key
  - Enter the 10 digit Org Key (account number plus the fund number)
- Purchaser
  - Enter the name of the individual that the item(s) were sold to.
- Ship to Location (Address)
  - Enter the street address, apt #, suite # that the item(s) were shipped to.
- Ship to Location (City)
  - Enter the city that the item(s) were shipped to.
- Ship to Location (Zip Code)
  - Enter the zip code that the item(s) were shipped to.
- Ship to Location (County)
  - Enter the county that the item(s) were shipped to.
- Tax Rate
  - Enter the tax rate that applies to the sale of the item(s). The sales tax rate can be found by entering the shipping address at the following website:
    - <https://www.taxwatch.biz/cgi-win/Kansas/TxWStateSite.exe/AddressEntry>
- Jurisdiction Code
  - Enter the jurisdiction code that corresponds with the sales tax rate and shipping address. The jurisdiction code can be found using the link in the previous step or at the following website:
    - <http://www.ksrevenue.org/pdf/forms/pub1700707.pdf>
- Taxable Amount
  - Enter the taxable amount of the item(s) being sold.
- Tax Amount
  - This field automatically computes once the tax rate and taxable amount are entered.
- Total Sale Amount
  - This field automatically computes once the tax rate and taxable amount are entered. This should be the total amount collected from the customer.
- Print a copy of the log sheet and place with the destination sale deposit slip 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 of the log sheet and deposit slip for the department’s/organization’s records for five years for auditing purposes.
- Refer to the destination sale deposit slip instructions at [www.fhsu.edu/sfs](http://www.fhsu.edu/sfs) for assistance in preparing the deposit slip.
- 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.