

Fort Hays State University
Student Fiscal Services – Picken Hall Suite 317
Hays, KS 67601

Phone: 785-628-5251 Email: sfsmail@fhsu.edu Fax: 785-628-4081 Web site: 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
Campus office 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) from the deposit form.
- Jurisdiction Code
 - Enter the jurisdiction code that corresponds with the sales tax rate and shipping address. The jurisdiction code can be found using the same link as the tax rate.
- Total Sale Amount
 - Enter the Total Sale Amount of the item(s) being sold. This can be found on the deposit form under “Cash Amount” or “Check Amount”. This should be the total amount collected from the customer.
- Tax Amount
 - This field automatically computes once the tax rate and Total Sale Amount are entered.
- Taxable Amount
 - This field automatically computes once the tax rate and Total Sale amount are entered. This should be the amount that will be deposited into your departmental/activity IFAS account.
- Print a copy of the log sheet and place with the destination sales deposit slip in the “Alert Security” Bag provided by Student Fiscal Services.
- Seal and hand-deliver the “Alert Security” Bag to Student Fiscal Services. Bags are available from Student Fiscal Services.
- 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 for assistance in preparing the deposit slip.
- Deposit 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 departments may be contacted to pick up deposit and make corrections.