

# FORT HAYS STATE UNIVERSITY STUDENT ACTIVITY ACCOUNT RESALE

## Policies for items purchased for resale.

- Items including the FHSU logo or reference to Fort Hays State University must be pre-approved by University Relations. "Approved by University Relations Office" should be typed in the Memo field on the Invoice Lines of the Supplier Invoice or an email from University Relations Office stating their approval should be added to the attachments.
- Items for resale include shirts or any other merchandise to be sold to members or any individual if money is collected from the individual who receives the merchandise. Create Supplier Invoice and state "THESE ITEMS ARE FOR RESALE-TAX REMITTANCE# 004-431922999F-01" in the Memo field on the Invoice Line when paying a supplier by check.
- Do not pay sales tax to the supplier when purchasing items for resale.
- Do not pay sales tax on the initial purchase of items used in the preparation of food (foil, cooking spray, etc.) or on items sold with the food (plates, napkins, etc.).
- If an individual is being reimbursed for items that will be resold, in the Line Memo field on the Expense Report type "Items purchased are for resale".
- Please type 599999 in the Spend Category on the Invoice Lines of the Supplier Invoice.
- [Record Cash Sales](#) in Workday for all of the money received from sales.
- Instructions are at: <http://www.fhsu.edu/sfs/departments/>. Please contact Student Fiscal Services if you have any questions regarding deposits.