Fort Hays State University Account Policies & Procedures

As budget authority of the established account, you are responsible for ensuring the following policies and procedures are met:

State Accounts

- Following State and University purchasing guidelines found at http://www.fhsu.edu/purchasing/policies-procedures-and-templates.
- Recommend using P-card for transactions whenever possible following P-card process manual available at http://www.fhsu.edu/bus_off/Procurement_Card_Process_Manual.
- Receipts required when collecting cash; recommended for all other transactions • Coding receipts accurately using the list available at http://www.fhsu.edu/sfs/Receipt_Obj_Codes.
- Collecting sales tax when appropriate
- Depositing funds with Student Fiscal Services following guidelines at http://www.fhsu.edu/sfs/cash_checks_deposit_slip
- Keeping copies of all receipts, deposit slips, invoices, credit card receipts, and other financial transactions for one year plus the current year for auditing purposes
- Reconciling account monthly to the Detailed Transaction Listing by Department IFAS CDD report. Instructions for this report are found at http://www.fhsu.edu/purchasing/Instructions-Reports.
- Having a written policies and procedures manual, see sample at http://www.fhsu.edu/purchasing/State-ppm-sample.

Activity Accounts

- Following State and University purchasing guidelines found at http://www.fhsu.edu/purchasing/policies-procedures-and-templates.
- Recommend using Student Fiscal Services Activity Account credit cards for transactions following the policies and procedures at http://www.fhsu.edu/purchasing/AA-Credit-Card. If paying a local vendor who accepts checks do not use the Student Activity credit cards.
- Receipts required when collecting cash; recommended for all other transactions (Receipt books are available through the Administration and Finance Office)
- Coding receipts accurately using the list available at http://www.fhsu.edu/sfs/Receipt_Obj_Codes.
- Collecting sales tax when appropriate
- Depositing funds with Student Fiscal Services following guidelines at http://www.fhsu.edu/sfs/cash_checks_deposit_slip
- Keeping copies of all receipts, deposit slips, invoices, credit card receipts, and other financial transactions for one year plus the current year for auditing purposes
- Reconciling this account monthly to the Detailed Transaction Listing by Department IFAS CDD report. Instructions for this report are found at http://www.fhsu.edu/purchasing/Instructions-Reports.
- Having a written policies and procedures manual, see sample at http://www.fhsu.edu/purchasing/AA-ppm-Sample.
- Not using state resources for revenue producing activities (secretaries, student labor, equipment, etc)

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