FORT HAYS STATE UNIVERSITY
Forward thinking. World ready.

Fort Hays State University administers activity accounts for use by student organizations. The organization must assign a Cost Center Manager, which must be a full-time FHSU faculty or staff member. The Cost Center Manager is responsible for approving the organizations financial transactions and making sure the organization is following university policies and procedures established for Student Activity Accounts. See the CSI Student Organization Handbook for more information.

Student organizations are responsible for maintaining records and balancing the Student Activity Account to ensure sufficient funds are available to cover expenses. The treasurer (or designee) should keep a record of all deposits and expenditures as they occur. Organization records should then be reconciled to the Student Activity Account in Workday. The Cash by Cost Center report in Workday will provide balances and transactional information for the treasurer (or designee) to reconcile. Membership procedures within the organization should include instructions for reporting transactions. Organizations should maintain all supporting documentation including Student Activity cost center reconciliation documentation, customer receipt books, copies of invoices/supplier receipts, etc. for the current fiscal year plus one additional year.

ACCOUNT ACCESS

All financial transactions for the student activity account are managed through the FHSU Workday system. Workday is used to track account balances, deposit funds, submit payment of invoices, and request cash boxes and credit cards to be checked out.

> Request New Account: If the student organization is new or does not have an account already established, a new account can be requested by submitting the Request For Cost Center form located in the Business Office Workflow.

> Established Account: If the student organization already has an established account and has had a change in advisor, a Cost Center Changes Form must be submitted to update the Cost Center Manager in Workday. This should be done as soon as possible to avoid any issues with Workday transactions being held up pending cost center manager approval.

The student organization treasurer (or designee) will need to request security access to be able to manage the student activity account financial transactions in Workday. To request access, submit the Workday Finance Security Request Form in the Business Office workflow.

> Current Student Employee: If the treasurer (or designee) is a current student employee at FHSU, they will use their *name.se@fhsu.edu* ID to log into the Workflow.

> Not a Current FHSU Employee: If the treasurer (or designee) is not a current student employee at FHSU, they will have to contact the Purchasing Office to be given login access to Workday. They will use their *name@mail.fhsu.edu* ID to log into Workday. Note: The workflow forms (Travel Receipt Form, Cost Center Changes form, Transportation Requisition) are only accessible to current student employees. If you are not a current employee and need a workflow form submitted, contact the Purchasing Office for assistance.

DEPOSITING FUNDS

All organizational funds are to be deposited in the organization's activity account on campus using the Workday Cash Sales (Deposits) worklet. DO NOT deposit funds in off-campus bank accounts. Student organizations cannot accept credit cards, including Venmo, Go FundMe and Paypal. Expenses are NOT to be paid from cash sales prior to depositing the funds. Organizations must deposit all funds collected in their student activity account and then follow university procedures for making purchases.

To request security access for the treasurer (or designee) to record cash sales in Workday, email *sfsmail@fhsu.edu*. Include your name, FHSU ID, club/activity name, officer position, and cost center manager. Any person requesting access to record cash sales in Workday will be required to attend training offered through Student Fiscal Services. The Record Cash Sale procedure is available as a resource when submitting Workday Cash Sales.

Organizations should deposit any funds collected at least weekly. Outdated checks (60 days+) will be accepted at the risk of the club, not FHSU.

Requesting Cash Box

Student organizations can check out a cash box by following the **Create Spend Authorization: Request for Cash Box** procedure. Amount of cash box is limited to $100, or less depending on account balance. When returning the cash box, the exact amount originally checked out must be returned in any denomination. Excess funds/profits from event must be deposited in the student activity account via cash sale.

EXPENDITURES

Student organization's expenditures will be processed through the FHSU Workday system. Purchases cannot exceed the organization's account balance. Current policies, procedures and templates for student activity accounts can be found at https://fhsu.edu/purchasing/policies-procedures-and-templates/index.html.

- Student organizations may receive SGA allocations or appropriations funding. **It is important to note that SGA funding is NOT part of the student activity account funds.** SGA funds are in separate cost centers that are state funds and are subject to additional FHSU and State of Kansas policies and procedures.

- All contracts or agreements require pre-approval. ONLY the President of the university and/or Vice President of Administration and Finance are authorized to sign contracts or agreements. If a student organization has a contract or agreement to be signed, the document should be taken to the Purchasing Office, SH318. General Counsel will then review the document(s), and an authorized signature will be obtained. This process also includes quotes for purchases requiring a signature.

- Travel arrangements should be made 6-8 weeks prior to the departure date. This includes expenses such as airfare, registration and lodging reservation. Lodging cannot be prepaid. Make sure that you are only making a reservation and not actually authorizing a payment. For reimbursement from SGA Appropriations, contact the Purchasing Office. Note: Personal purchases paid prior to the trip cannot be reimbursed until after the trip.

- Student organizations will be **required to provide itemized receipts for all expenditures**.

- Student organizations, when paying with student activity funds, are NOT tax exempt. They must pay Kansas Sales Tax to suppliers, except when purchasing items for Resale.

- Student organizations wanting to give and/or purchase a gift, prize or award should review the **Gifts, Prizes and Awards - Revised August 2019** guidelines for a full list of policies and procedures.

- When paying membership dues, a list of student names is required along with membership dates and the purpose for the membership dues.

<u>Payment to Supplier by Student Activity Credit Card</u>

FHSU has credit cards that can be checked out to student organizations to make purchases. This is the preferred method of payment, as long as the supplier accepts credit cards. Follow the procedure Create Spend Authorization: Request for Student Activity Credit Card to check out a student activity credit card.

➢ Submit request at least two business days prior to the checkout date.

➢ The Spend Authorization must be approved by the Cost Center Manager prior to picking up the credit card.

➢ The credit card will only be released to the person listed in the spend authorization as the person picking up the card. Person picking up credit card will be required to show I.D. (i.e. driver's license, FHSU Tiger Card) at the time of checkout. Credit cards are picked up and returned in the Student Fiscal Services office.

<u>Payment to Supplier by Check</u>

When a student organization needs to pay a supplier and they do not accept credit card payments, a supplier invoice will need to be submitted in Workday to remit payment by check.

➢ First determine if the supplier to be paid is an existing supplier already set up in Workday, or if they need to be added as a new supplier by following this procedure: Find Existing Suppliers and Create Supplier Request.

➢ Once the supplier is in Workday, follow the Create Supplier Invoice procedure to pay the invoice by check.

➢ When paying an individual (not a business) for services provided, submit the Contractual Services form first to determine if the person should be paid as an independent contractor or as an employee. Wait for the form to be approved before proceeding.

<u>Reimbursement to Individual for Expenses Paid Personally</u>

When an individual (member, advisor, etc) pays for student organization expenses personally and needs reimbursed, follow the Create Expense Report-SA Company to process reimbursement to the individual.

➢ If the individual to be reimbursed is a FHSU employee, verify with the Business Office if the employee has a IRS form W-9 on file.

➢ The payment address for a student/faculty/staff must be on their Workday profile. This address can be located in Workday by clicking on the cloud or picture, View Profile and then Contact.

➢ If the individual is not a FHSU employee, check to see if they are already set up as either a contingent worker or non-worker. If they are not in Workday as any of these types, follow the Complete Candidate/NonWorker Addition Form in Workflow to initiate the process to have them set up in Workday.

➢ If the individual is being reimbursed from SGA funds for travel related expenses, prior to the trip a Travel Receipt Form must be started in the Business Office workflow and a Spend Authorization will need to be submitted Create Spend Authorization for Trip Approval. After the trip is complete, finalize and submit the Travel Receipt form and follow the Create Expense Report: FH Company - For Travel Expenses to submit the expense report for reimbursement.

The following expenditures are NOT ALLOWED:

• Reimbursements or payments cannot be made for illegal purchases: lottery tickets, alcohol, drugs, tobacco, or other purchases not in accordance with University policies.

• Purchases without an itemized receipt.

• Advisor expenses from SGA funds.

• Advisor expenses from SA funds must be approved at a club meeting—minutes of the meeting must be attached to the expenses.

• SGA funds cannot be used for fundraising. SA Funds are allowed for Fundraising, see Fundraising Project Policy in the Student Organization Handbook **prior** to hosting a fundraising event.

• All raffles must be approved by General Counsel prior to hosting.

Student Fiscal Services

Picken Hall 317
sfsmail@fhsu.edu
785-628-5251

- Workday Security Access for Cash Sales
- Training and assistance to prepare deposits (Cash Sales)
- Questions regarding how a check to the club should be payable
- Donations - submitting to Student Fiscal Services vs. The Foundation
- The differences between a sale and donation
- Sales tax – when purchasing, selling, and entering information within Workday
- Cash Box Check-out (and return)
- Credit Card Check-out (and return, with itemized receipt)

Purchasing Office

Sheridan Hall 318
purchasing@fhsu.edu
785-628-4250 or 785-628-4463

- Assist with Workday training
- Travel arrangements
- Submitting Workday and workflow forms to suppliers and to individuals for reimbursement
- Submitting cash box or credit card requests
- Foundation forms for checks over $25 that are donations
- Submitting requests for security or cost center access in Workday
- Reports

Business Office

Sheridan Hall 106
apayable@fhsu.edu
785-628-5948

- Answer travel policy questions
- Assist with questions regarding allowed expenditures
- Finalize payments to suppliers
- Finalize reimbursements to individuals
- Approve security access to Workday