

# FORT HAYS STATE UNIVERSITY STUDENT ACTIVITY ACCOUNT OKTOBERFEST

## Policies:

- The University Marketing office must approve all promotional designs on T-shirts, pens, etc. The University Marketing office is located in Hammond Hall room 207 or you may contact them at 785-628-4631.
- Items purchased for Oktoberfest booths that will be resold at Oktoberfest (shirts, koozies, etc.) should follow the resale policies at: [Resale](#).
- A cash box can be checked out from Student Fiscal Services for fundraising events. A minimum 48-hour notice is required to allow time to obtain proper change from the bank. Funds are limited, so requests will be honored on a first-come, first-serve basis. Cash box instructions are at [Create Spend Authorization: Request for Cash Box](#).
- The Volga German Society requires an upfront booth fee depending on the size of the booth. This fee will be paid by the Purchasing Office with a list of the Organizations attached as documentation.
- **Do not pay any expenses with cash received through sales. All cash/checks must be deposited.**
- The week after Oktoberfest, submit [Record Cash Sales](#) (deposits) in Workday and deliver all funds in the Security Bag to Student Fiscal Services. Instructions are located at [Record Cash Sales](#).  
There will not be a 5% fee charged this year (2022).

Contact Purchasing Office with any questions or assistance at 785-628-4250 or 785-628-4463.