STUDENT FISCAL SERVICES:

Create Spend Authorization: Request for Cash Box

This document explains how to request cash box funds for Student Activity and Departmental accounts.

The recommended browser for accessing Workday is Google Chrome. Mozilla Firefox and Apple Safari may also be used.

For assistance or training using these procedures, contact FHSU Student Fiscal Services, Picken Hall 317, at 785-628-5251 or visit www.fhsu.edu/sfs/.

NOTE: A request for a cash box can be submitted by any Workday user by submitting a Spend Authorization in Workday.

Steps:

1. **Go to https://www.myworkday.com/fhsu** and **sign in** to Workday using your TigerNetID username and password.

2. There are two ways to create access the *Create Spend Authorization* task in Workday:

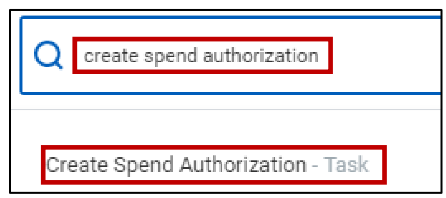

Figure 1

   a. Search for and then click on the **Create Spend Authorization** task *(Figure 1)*.

   OR **If you are not a student worker - use Create Spend Authorization for Worker - submit under advisors name**

   b. From the Workday home page, click on the **Expenses** worklet *(Figure 2)*.
   Then, under *Actions*, select **Create Spend Authorization** *(Figure 3)*.

Figure 2

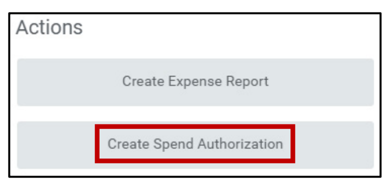

Figure 2

3. On the *Create Spend Authorization* page, **enter the following information**, using the options prompts where available (*Figure 4*):
   a. **Company:**
      i. If the Cost Center is student activity, Company is SA Student Activities.
      ii. If the Cost Center is departmental, Company is FH Fort Hays State University.

b. **Start Date** = Date cash box will be picked up from Student Fiscal Services (SFS) (must be submitted and approved at least 24 hours in advance).
c. **End Date** = Date cash box will be returned to SFS.
d. **Description** = Name of individual picking up cash box (photo ID required at time of checkout).
e. **Business Purpose** = Cash Box
f. **Reimbursement Payment Type** = Will autofill based on person completing Spend Authorization (do not change).
g. **Justification**: Include the following:
    i. Phone number to contact submitter with questions.
    ii. Phone number of person checking out cash box.
    iii. Event or activity.
    iv. Date of event or activity.

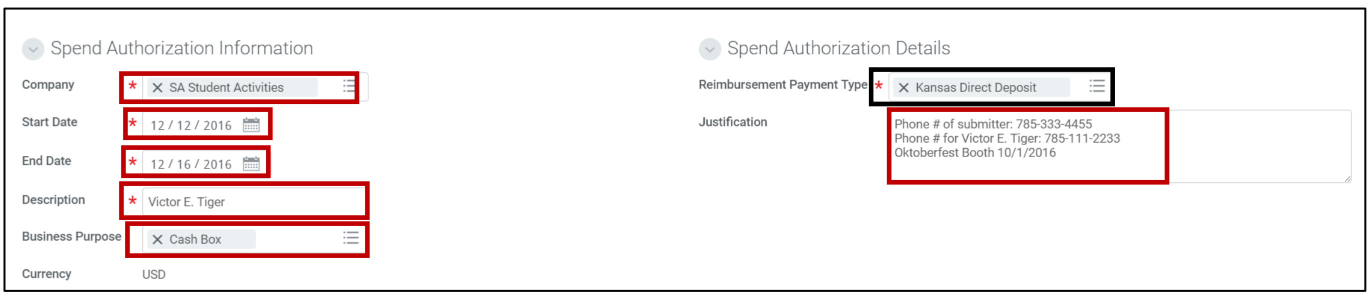

Figure 4

4. Under the *Spend Authorization Lines* tab, click the **Add icon** to add a line to the spend authorization *(Figure 5)*.

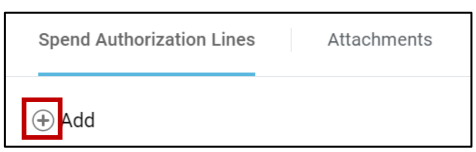

Figure 5

5. Complete the following fields at the line level of the spend authorization *(Figure 7):*

    a. **Expense Item**: Type **"Cash Box"** OR use the options prompt next to *Expense Item* to select **Expense Item By Group** > **Spend Authorization** > **Cash Box** *(Figure 6)*.
    b. **Quantity** = Number of bills or coins being requested (example: if you need 10 ten-dollar bills, quantity would be 10)
    c. **Per Unit Amount** = Denomination of bill or coin being requested

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d. **Total Amount** = Total amount will autofill based on quantity and per unit amount entered

e. **Memo** = Any special instructions

f. **Cost Center** = Submitter's default Cost Center will autofill. If needed, change to Cost Center from which funds are to be obligated. (*Fund* and *Program* will autofill when a Cost Center is entered)

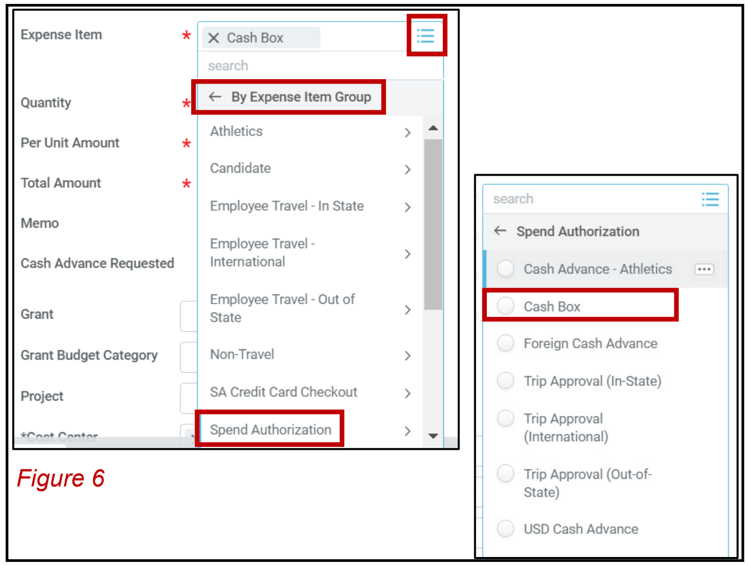

Figure 6

6. If multiple bills/coins are needed, repeat Steps 4-5f above for each type of bill/coin being requested.
   - **NOTE:** Total amount of Spend Authorization is limited to $100.00.

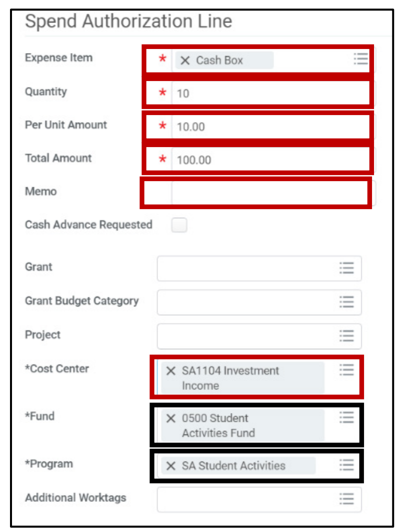

Figure 7

7. Click **Submit** 

(or *Save for Later* 

to come back and finish at another time).

8. When submitted, the Spend Authorization will route to the Cost Center Manager for approval.

9. When approved by the Cost Center Manager, the cash box will be prepared and available for checkout at SFS.

10. When returning the cash box, the exact amount originally checked out (in any denominations) must be returned to SFS. Funds will be deducted from the Cost Center if not returned by the End Date.

11. Excess funds/profits from event must be deposited separately. See *Record Cash Sale* procedures.