

## 5. Deposits and Collection Methods for Membership Dues and Approved Sales

### Deposits and Collection Methods

- Fees collected through membership dues and DSO sales are deposited to the DSO's university member account through Cashnet.
- DSOs that need a mechanism to accept credit cards off site (mobile location) must use an approved secure collection device.
  - The "Square" is NOT an approved secure collection device.
  - DSOs that need to facilitate credit card processing in this manner should contact the Division of Financial Services to request a secure processing method.

### Approved Sales

- Each DSO is required to submit a summary of its anticipated sales activity and an estimate of annual revenues from club activities. A [DSO Fees form](#) should be used for this purpose.
- DSO sales, including the selling of apparel, are subject to sales tax collection and reporting requirements ([PPM 6130 Kansas Sales Tax](#)).
- A [Fundraising Permit](#) must be submitted for all merchandise sales.