

CLEMSON UNIVERSITY

CHIEF FINANCIAL OFFICER  
BUSINESS AFFAIRS

*BURSAR'S OFFICE*

CU 11214 **TELLER'S DAILY BALANCING RECORDS AND  
SUMMARY SHEETS**

Description:

Records are created by the Bursar's office to document daily teller cash receipts and deposits. Information consists of adding machine tapes and summary sheets which document daily teller cash receipts, amount of deposit plus student notes, accountability brought forward, petty cash increase/decrease, total accountability, cash on hand, teller information, refund and other bank revenue, and receipt totals.

Retention:

5 years; destroy.

*Supersedes: CU-VPBF-FM-18; CU-VPBF-FM-19; CU-VPBF-FM-26*

Schedule approved 8/12/99

CU 11215 **STUDENT'S ACCOUNTS RECEIVABLE EDIT**

Description:

This series is created by the Office of Business Affairs and is used to document whether or not a student has paid or her university bills. Information includes the student's name, social security number, fees and charges due, net balance, local telephone number, Collections Register Edit Report, and related information.

Retention:

3 years; destroy.

*Supersedes: CU-VPBF-FM-35*

Schedule approved 8/12/99

CU 10581 **STUDENT PAYMENT RECORDS**

Description:

This series consists of student payment records and is created and maintained by the Bursar's Office in order to verify all university fees paid by students for a particular semester. The payment records include forms such as Student Directory Information/Student Fees and Miscellaneous Charges, Deferred Payment Note, Adjustments to Student Fees and Miscellaneous Charges, Graduate Assistant Deferred Note/Payroll Deduction Authorization and Employee Information Form.

Retention:

7 years; destroy.

*Supersedes: CU-VPBF-FM-36*

*FINANCIAL MANAGEMENT*

CU-VPBF- **UTILITY/FREIGHT ACCOUNTS RECEIVABLE**  
FM-17

Description:

This series is used to record utility, freight, and telephone bills for all departments on campus, married student housing, and any non-university facility located on the Clemson University campus. These records consist of the Monthly Telephone

charges, the Electric Current and Water Sales bill, Interdepartmental Orders, and Interdepartmental Transfers. These records document billings to and payments received from the various sources.

Retention:

Break file at the end of each fiscal year. Retain in the agency for three additional years, then transfer to the university's record center. Retain in the records center for two years, then destroy. These records are subject to audit for three years after the fiscal year to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- **DAILY TRANSACTION ERROR LOG**  
FM-22

Description:

This series, in the form of a computer printout, is used to record errors which appear in various accounts. These records include such information as batch number, batch control, sequence number, original run date, and card image and error message. This printout is run daily.

Retention:

Break file at the end of each fiscal year. Retain in the agency for three additional years, then transfer to the university's records center. Retain in the records center for two years, then destroy. These records are subject to audit for three years after the fiscal year to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- **OUTSTANDING CHECK LIST (MONTHLY)**

FM-31

Description:

This series consists of computer printouts which are used to list all outstanding checks for the month. The printout reflects information such as month, check number, net amount and date paid.

Retention:

Break file at the end of each fiscal year. Retain in the agency for three additional years, then destroy. These records are subject to audit for the stated retention period. The records may be destroyed after three years, unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

CU-VPBF- **MISCELLANEOUS ACCOUNTS RECEIVABLE**  
FM-32 **INVOICES**

Description:

This series is used to record invoices used for billing all customers outside the university including other state agencies. These invoices are maintained in open files for accounts still pending and closed files for accounts fully paid. Information in these records includes date, invoice number, billing department, to, terms, remit to, description of charge, and amount.

Retention:

Retain in the open file until the account is fully settled, then transfer to the closed file. Retain in the closed file for five additional years, then destroy. These records are subject to audit for three years after the fiscal year to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

**CU-VPBF- STUDENT ACCOUNTS RECEIVABLE MONTHLY**  
**FM-33**

Description:

This series, in the form of a computer printout, is used to record payments made on student university bills. These records include such information as collection code, description of bill, student's name, student identification, debit, and credit.

Retention:

Break file at the end of each fiscal year. Retain in the agency for five additional years, then destroy. These records are subject to audit for three years after the fiscal year to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86

**CU-VPBF- DAILY BACK-UP FOR STUDENT COLLECTIONS**  
**FM-34**

Description:

This series, in the form of a computer printout, is used to maintain back-up information concerning student collections. Included in this printout is such information as student number, name, transaction date, transaction type, semester, transaction code, description, debit, credit, posting date. Also included in this series is Transaction Posting Report which lists department, batch number, date, total debits, and total credits.

Retention:

Break file at the end of each semester. Retain in the agency for three additional years, then transfer to the university's records center. Retain in the records center for two years, then destroy.

Schedule approved 11/14/86

CU-VPBF- **AGENCY TRANSACTION REGISTER**  
FM-37

Description:

This series, in the form of a computer printout from the Comptroller General's Office, is used to provide a complete audit trail of all transactions that have passed the system edits. Included in this series is such information as transaction identification, payee, agency batch, agency voucher, vendor number, check number, post date, lump sum withdrawal, amount, hash amount, and net amount.

Retention:

Break file at the end of each fiscal year. Retain in the agency for five additional years, then destroy. These records are subject to audit for three years after the fiscal year to which they pertain unless otherwise notified by the State Auditor's Office.

Schedule approved 11/14/86