

CLEMSON UNIVERSITY

VICE PRESIDENT FOR ADMINISTRATION AND ADVANCEMENT
UNIVERSITY BUDGET OFFICE

CU 09378 **BUDGET ALLOCATION FILE**

Description:

Documents budgetary appropriations. Also used for budget analysis and audit activities. Information includes budget requests, budget allocations, budget audits, and other related information.

Retention:

3 years after completion of budget analysis and audits; destroy.

Schedule approved 9/27/96

CU 09379 **BUDGET APPROPRIATION FORMULA RECORDS**

Description:

Used to compute, justify and prepare budget requests. These records are also used for detailed comparative analysis concerning the preparation of budgets. Information includes state budget formulas; appropriation needs and requests, based on budget formula requirements; budget allocations by formula percentages and other related information.

Retention:

5 years after preparation of budget request and completion of analysis; destroy.

Schedule approved 9/27/96

CU 09380 GENERAL EXPENDITURE REPORT

Description:

Used to audit and analyze Clemson University's overall expenditures. Information includes date, budget code, detail of expenditures, actual total, estimated appropriations, general expenditures, federal expenditures and other related information.

Retention:

3 years after completion of audit and analysis; destroy.

Schedule approved 9/27/96

CU 09381 VENDING MACHINES ALLOCATION FILE

Description:

Used to audit and report the revenue and operational status of vending machines located on the university's property. Information includes a description of each vending machine, amount of revenue received from machine, campus location, maintenance reports, audit and revenue reports and other related information.

Retention:

3 years after preparation of audit and revenue reports; destroy.

Schedule approved 9/27/96