

## BURSAR

### RETURNED CHECKS AND REFUNDS

#### 680.01 Return Checks Billing Files and Billing Refund Records (Originals)

Dates: 1978 -  
Volume: 4½ Cu. Ft.  
Annual Accumulation: ½ Cu. Ft.  
Arrangement: Chronological

This file series consists of the documents used to log billings to and collections from students for checks returned due to insufficient funds and to track refunds to students processed for various inadvertent overpayment to the Bursar. Specific forms/documents included within this series are copies of accounts receivable vouchers, log of accounts processed, cash receipt adjustment and charge back forms, deposit memos, data entry forms from direct terminal entry into the university's main frame, copies of invoice vouchers, and audit balance analyses.

Application 87-66, item 390.01, is superseded to reflect a change in the administrative jurisdiction of the record series, from the Vice Chancellor for Administration to the Vice Chancellor for Student Affairs and Enrollment Management. No other revision of the previously approved disposition is proposed.)

**Recommendation:** Retain in office for eighteen (18) months, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Maintain and dispose of any record series microforms in office upon discretion of agency.