

Memorandum

TO: Dan Scanlon

From: Sandra Hill

Date: September 19, 2016

Subject: Record Disposal

The Finance Office would like permission to dispose of the following records, which are scheduled for disposal as per the record retention schedule.

<u>Time Period</u>	<u>Description</u>
FY 2014 July 1, 2013 - June 30, 2014	Accounts Payable Invoices Bank Statements Bank Reconciliation Reports Deposit Slips Accounts Receivable Files Daily Receipts Budget Amendments Journal Vouchers NC Sales Tax Summary Reports Sales Tax Refund Report Investment Records Web Payments Purchasing Card Statements
FY 2015 May 1 - June 30, 2015	Water Deposits