

School monthly meals payment report (GRS-1541)

Utah General Retention Schedule

Description

This report is submitted monthly with bank deposit slips to the district's business administrator. It reports monies collected for school meals served during the month and is used by the district to reconcile bank deposits. It includes amounts collected from teachers and staff, students with reduced costs, regular students, other adults, and daily and monthly totals.

Retention and Disposition

Retain for 1 year, and then destroy records.

Appraisal

These records have fiscal value(s).

Appraisal Note

Fiscal value is based on the need to maintain the records for financial audit or financial obligations.

Categories

Education

Effective

06/1999

Previous Schedule Number

SD-19-33