

Daily meal payment report (GRS-2133)

Utah General Retention Schedule

Description

This computer report documents the daily collection of meal service. This report records deposits made to the lunch and breakfast funds. It includes the student's name, identification number, amount received, account balance, and total student sales.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

School District

Elementary School

Effective

06/1994

Previous Schedule Number

SD-1(94)-12