

Budget expenditure report (GRS-2171)

Utah General Retention Schedule

Description

This report form is used by the schools to track expenditures and for comparison with district reports. The district audits these records annually. They include budget number, budget allowance, budget classification, date, requisition number, company and items, requisition amount, amount paid, and balance.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

School District

Secondary Schools

Effective

06/1994

Previous Schedule Number

SD-2(94)-6