

2015

## W404.2-001A-02 - Office of the Vice President for Business and Finance: Office of Business and Finance: Financial Records

Office of the Vice President for Business and Finance

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Winthrop University Archives  
Preliminary Descriptive Inventory

Unit: Vice President for Business and Finance, Office of  
Sub-Group: Business and Finance, Office of  
Series: Financial Records

Record Group no: W404.2  
Sub-group no: 1A  
Series no: 2

Description of series and its contents:

**This series consists of the financial records produced by the Office of Business and Finance. The Vice President for Business and Finance, as stated in the faculty manual for 1974, was the chief business officer of the college, responsible for the fiscal affairs of the college, including budget preparation and control, contractual arrangement, and the business relationships with the Commission of Higher Education, the State Budget and Control Board, and the State Legislative Finance Committee. The Vice President was also responsible for administrative data processing, auxiliary enterprises, office services, and non-academic personnel administration. The office was organized in 1972 and ceased to exist in 1977. Prior to the creation of this office, its responsibilities and functions were fulfilled by the Assistant to the President for Business and Finance. The office was reinstated in 1980 as Vice President for Business and Finance.**

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Winthrop College Financial Statement	1989
1	2	Winthrop University Procurement Audit Report	1990-1992
1	3	Various Documents	1992