Description of series and its contents:

A great part of these records consists of communication between the Bursar/Controller and the college President office and are generally related to the following functions of the bursar’s office:

1) collecting and handling all monies due to the college
2) payment of bills and handling of all payments incident to the operation of the college
3) preparation of budgets and filing of financial reports
4) maintenance of adequate approved records of all transactions.

Some of the duties of the Bursar were reassigned to the Administrative Director in August of 1946 upon the recommendation of the Peabody Survey Report, Chapter 2, (see Development: W 428). The name “Bursar’s office” seemed to have been used interchangeably with that of the Business Office” over the years. The records are in general chronological order.

The Office of the Bursar is now known as the Controller’s Office which encompasses the Office of Accounts Payable, Office of Accounting, Office of Fixed Asset Accounting, and the Payroll Office.

Box(es) Folder(s) Contents Year(s)
1 1-4 Bursar’s Memoranda and Reports July 12, 1944-Aug. 27, 1979
1 5 Victrola Catalogue ca1922
1 6 Purchase Manual 1961
1 7 Purchase Manual ca1983
1 8 Accounts Payable Processing Information May 4, 2016