

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Vice President for Business and Finance, Office of
Sub-Group: Business and Finance, Office of
Series: Correspondence and Memoranda

Record Group no: W404.2
Sub-group no: 1A
Series no: 3

Description of series and its contents:

This series consists of correspondence and memoranda produced by the Office of Business and Finance. Series is organized by academic year and chronological thereunder.

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	Correspondence and Memoranda	2009-2010
1	2	Correspondence and Memoranda	2010-2011
1	3	Correspondence and Memoranda	2012
1	4	Correspondence and Memoranda	2013
1	5	Correspondence and Memoranda	2014
1	6	Correspondence and Memoranda	2016
		<ul style="list-style-type: none">• Topics: -Budget Model Information Session	
1	7	Correspondence and Memoranda	2017
		<ul style="list-style-type: none">• Topics: -Parking Decals	