



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: Auxiliary Services
Sub-Section: Vending

TITLE: Daily Vending Report (copy) - report of each machine's revenue; original in Financial Services	CUTOFF:	
DESCRIPTION: Daily Vending Report (copy) - report of each machine's revenue; original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12068	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Monthly Sales Analysis (copy) - original in Financial Services	CUTOFF:	
DESCRIPTION: Monthly Sales Analysis (copy) - original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12069	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Summary of Expenditures (copy) original in Financial Services	CUTOFF:	
DESCRIPTION: Summary of Expenditures (copy) original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12070	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Vending Report - monthly record of the beginning and ending inventory plus product added for each machine	CUTOFF:	
DESCRIPTION: Vending Report - monthly record of the beginning and ending inventory plus product added for each machine	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12067	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987