

## Directory of Records – General

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### Office - Financial Services

**Description of the Mandate and Function:**

Responsible for the handling and accounting of all incoming monies and outgoing payments on the University's behalf. They are responsible for all financial records and reporting as well as receiving all tuition fees.

**General Classes or Types of Information:**

- Accounts Payable
- Accounts Receivable
- AU Foundation/AUDI
- Bank Accounts
- Budget Planning
- Cancelled Cheques
- Capital Asset/Inventory Files
- Chargeback Files
- Contracts for Services
- Copies of common administrative records such as staff leave requests, position descriptions and annual assessments
- Credit Card Slips
- Copyright Files
- Endowment Files
- Expense Claims
- Finance Database
- Financial Statements
- GST Files
- Invoices
- Petty Cash Funds
- Purchase Orders
- Purchasing database and related records
- Receiving and Shipping Records
- Short Term Investments
- Signing Authorities
- Software License Issue Files
- Sponsor Files
- Staff Advances
- T4A's and T4ANR's
- Tuition Tax Receipt Report

**PIB Titles:**

- Finance Database (CODA)
- Purchasing Database (BAS/POM/WIS)

- Contracts for Services
- Expense Claims
- Staff Advances Listing
- Database - Miscellaneous Accounts Receivable

**Copies of Records Located:**

Offices as required.

**Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:**

Policy and Procedure Manual

**Remarks:**