

Guide to the Auditing Office, Yale University, Records

RU 169



compiled by Daniel Hartwig

February 2008

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Collection Overview

REPOSITORY: Manuscripts and Archives
Yale University Library
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(203) 432-1735
(203) 432-7441
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<http://www.library.yale.edu/mssa/>

CALL NUMBER: RU 169

CREATOR: Yale University. Auditing Office

TITLE: Auditing Office, Yale University, records

DATES: 1931-1993

PHYSICAL DESCRIPTION: 179.25 linear feet

LANGUAGE: English

SUMMARY: The records consist of reports, subject files, and memoranda of the Yale Auditing Office. The records document salaries, investments, fellowships, building and maintenance funds, insurance, payroll and benefits, and research expenses.

ONLINE FINDING AID: To cite or bookmark this finding aid, please use the following link: <https://hdl.handle.net/10079/fa/mssa.ru.0169>

Requesting Instructions

To request items from this collection for use in the Manuscripts and Archives reading room, please use the request links in the HTML version of this finding aid, available at <https://hdl.handle.net/10079/fa/mssa.ru.0169>.

To order reproductions from this collection, please go to http://www.library.yale.edu/mssa/ifr_copy_order.html. The information you will need to submit an order includes: the collection call number, collection title, series or accession number, box number, and folder number or name.

Key to the container abbreviations used in the PDF finding aid:

b. box
f. folder

Administrative Information

Conditions Governing Access

Access to the records is restricted to the office of origin only.

Some records in this finding aid have been redacted, as they include student names, donor names, and other restricted data. These records will not appear in the published finding aid.

Preferred Citation

Auditing Office, Yale University, Records (RU 169). Manuscripts and Archives, Yale University Library.

Scope and Contents

The records consist of reports, subject files, and memoranda of the Yale Auditing Office. The records document salaries, investments, fellowships, building and maintenance funds, insurance, payroll and benefits, and research expenses.

General note

Forms part of Yale Record Group 5-E (YRG 5-E), Auditing records of Yale University.

Arrangement

The records are arranged by accession.

Collection Contents

Accession 1981-A-044: Records, 1973-1980

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Restricted to office of origin only.

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b. 5, f. 19	Inventory AR-F/76-8 I2HA Central Stockroom Physical Inventory at Feb 28, 1975 Fiscal 1976	1975 December
b. 5, f. 21	Inventory AR/F-76-5 I2XX Review of Yale Printing Service Inventory as at June 30, 1975 Fiscal 1976	January 1975
b. 5, f. 22	Inventory I2XX STandard Cost System Proposal University Inventory Policy - F/1976 and Standard University Inventory Policy	
b. 5, f. 25	Bldgs. Under Constr. AR~F/76-21 I5CA Review of Contractor Billing for Change order work at Vanderbilt Hall totalling \$25,284 Fiscal 1976	April 1976
b. 5, f. 27	Accounts Payable 26XX Problems with Royal and ADS Checks and Reduction in Payments of same Fiscal 1976	
b. 6, f. 37	Rentals AR-F/76-B 52XX Follow-up Audit Reports F/75-I3 Review of Apartment Rental Income at Divinity School Fiscal 1976	1975 December
b. 6, f. 42	Building Rentals 57BA Review of Rentals at Low or No Cost Fiscal 1976	November 1975
b. 6, f. 43	Parking AR-F/76-19 57EA Review of University Health Services Visitor's Parking Lot FUAR Fiscal 1976	February 1976
b. 6, f. 45	Sale of Materials NRI 57JA Surplus and Scrap Sales - Procedures and Problems Fiscal 1976	July 1975
b. 6, f. 46 - 49	Materials AR-F/76-6 66AA Review of Selected Procedures and Controls - Dept. of Chemistry Fiscal 1976	1975 December
b. 7, f. 54 - 55	Dues and Memberships 82EA Review of Dues, Professional Memberships and Professional License Fees Fiscal 1976	June 1976
b. 7, f. 56 - 58	Postage AR-F/76-22 82GA Review of the Need for a Postage Application Center Fiscal 1976	April 1976
b. 7, f. 59	Postage AR-F/76-22 Add'l W/p's	
b. 7, f. 63	Losses 85FA Investigation of Theft Reports Fiscal 1976	
b. 7, f. 64	Equipment 87XX Property Control Procedures for other Universities and for Government Property Fiscal 1976	July 1975
b. 7, f. 65	Time Sheets - Fiscal 1976	
b. 8, f. 66	Contracts (1. of 2) Misc. Review of Architectural, Engineering and Construction Contracts - F/76 Fiscal 1976	
b. 8, f. 70	Preliminary Review of F/76 Financial Statements - Treasurer's Report - Misc.	

b. 8, f. 72	Contracts (2 of 2) Misc. Review of Architectural, Engineering and tonstruction Contracts - F/76 Fiscal 1976
b. 8, f. 78	Cash AR-F/76-25 OIXX Night Depository and Safekeeping Procedure Fiscal 1976 June 1976
b. 9, f. 80	Yale University Press July 1, 1978 to June 30,. 1979 Trial Balance
b. 9, f. 81	Yale University Press July 1, 1978 to June 30, 1979 Assets
b. 9, f. 82	Yale University Press July 1, 1978 to June 30, 1979 Internal Audit
b. 9, f. 83	Yale University Press July 1, 1978 to June 30, 1979 Inventory
b. 9, f. 84	Yale University Press July 1, 1978 to June 30, 1979 Income
b. 9, f. 85	Yale University Press July 1, 1978 to June 30, 1979 Expense
b. 9, f. 86	Yale University Press July 1, 1978 to June 30, 1979 Liabilities
b. 9, f. 87	Yale University Press July 1, 1978 to June 30, 1979 Procedural Test
b. 9, f. 88	Yale University Press July 1, 1977 to June 30, 1978 Binder G: Internal Audit
b. 9, f. 89	Yale University Press Fiscal 1978 Binder A - Trial Balance/FinancialStatements
b. 9, f. 90	Yale University Press Fiscal 1978 Binder B - Assets
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b. 10, f. 94	Yale Alumni Fund Fiscal 1979 Binder I
b. 10, f. 95	Yale Alumni Fund Fiscal 1979 Binder II
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b. 10, f. 97	Yale Alumni Fund Fiscal 1978 Binder II
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b. 10, f. 99	Yale Alumni Fund Fiscal 1977 Binder II
b. 10, f. 100	Yale Alumni Fund Fiscal 1976 Binder A
b. 10, f. 101	Yale Alumni Fund Fiscal 1976 Binder B
b. 10, f. 102	Yale Alumni Fund Fiscal 1975 Binder II, Pledges and Reserves
b. 10, f. 103	Yale Alumni Fund Fiscal 1975 Binder II, Income and Expenses
b. 10, f. 104	Yale Alumni Fund Fiscal 1975 Binder I, Report, Program, Misc.
b. 10, f. 105	Yale Alumni Fund Fiscal 1975 Binder IV, Procedural Tests
b. 10, f. 106	Yale Alumni Fund Confirmations Pledges Receivable 6/30/75
b. 12, f. 128	Graduate Professional Student Senate Fiscal 1978

b. 12, f. 129 Graduate Professional Student Senate Fiscal 1977

b. 12, f. 132 Sheffield Scientific School Fiscal 1979

b. 12, f. 133 Sheffield Scientific School Fiscal 1978

b. 12, f. 134 Sheffield Scientific School Fiscal 1977

b. 12, f. 135 Sheffield Scientific School Fiscal 1976

b. 12, f. 136 Sheffield Scientific School Fiscal 1975

b. 12, f. 137 Sheffield Scientific School Fiscal 1974

Accession 1981-A-045: Records [microfilm], 1971-1977

Restricted to office of origin only.

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b. 1	Summary statements department order	Fiscal 1973
b. 2	Transactions, acct. balances, assets and liabilities	July–December 1972, 1971
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b. 2	Summary statements fund order	Fiscal 1973
b. 3	Transactions, acct. balances, assets and liabilities	January-June 1973
b. 3	Consolidated statements	Fiscal 1971–72
b. 3	Summary statements department order	Fiscal 1973
b. 4	Detailed transactions department order	Fiscal 1974
	Consolidated statements	
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b. 4	Jan-May 1973	
b. 4	1973 Jun	
b. 4	1973 Jul	
b. 4	1973 Aug	
b. 4	Sep-Dec 1973	
b. 4	Jan-May 1974	
b. 4	1974 Jun	
b. 5	1974 Jul	
b. 5	Aug-Dec 1974	
b. 5	Jan-May 1975	
b. 5	1975 Jun	
b. 5	July-Dec 1975	
b. 5	Jan-May 1976	
b. 5	1976 Jun	
b. 5	Jul-Nov 1976	
b. 5	System parameter	1976-1977

Transactions, acct balances, assets and liabilities

b. 6	Jul-Aug 1973	
b. 6	1973 Sep	
b. 6	Oct-Dec 1973	
b. 6	1974 Jan	
b. 6	1974 Feb	
b. 6	Mar-May 1974	
b. 6	1974 Jun	
b. 6	Jul-Aug 1974	
b. 6	Sep-Dec 1974	
b. 6	Jan-Mar 1975	
b. 6	1975 Apr	
b. 6	1975 May	
b. 6	1975 Jun	
b. 6	Jul-Sep 1975	
b. 6	Oct-Nov 1975	
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b. 7	Misc. transactions Endowment Fund	1905 May
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b. 7	Vendor payments	1975-76
	Summary statement fund order	
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b. 7	Aug-Sep 1974	
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b. 7	1975 Jun	
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b. 8	Aug-Nov 1975	
b. 8	1975 Dec	
b. 8	Jan-May 1976	
b. 8	1976 Jun	
b. 8	1976 Jul	
b. 8	Aug-Dec 1976	
b. 8	Jan-Feb 1977	
	Summary statement department order	
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b. 8	Aug-Dec 1974	
b. 8	1975 Jan	
b. 9	Feb-Apr 1975	
b. 9	1975 May	
b. 9	1975 Jun	
b. 9	July-Sept 1975	
b. 9	Oct-Nov 1975	
b. 9	1975 Dec	
b. 9	Jan-Feb 1976	

Summary statement department order (continued)

b. 9	Mar-May 1976
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b. 9	1976 Jun
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b. 9	July-Aug 1976
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b. 9	1976 Sep
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b. 9	1976 Oct
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b. 9	Nov-Dec 1976
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b. 9	1974 May
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b. 10	Jan-Feb 1977
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Detailed transactions department order

b. 10	1974 Jul
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b. 10	1974 Aug
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b. 10	Sep-Dec 1974
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b. 10	1975 Jan
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b. 10	1975 Feb
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b. 10	Mar-May 1975
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b. 10	1975 Jun
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b. 10	1975 Jul
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b. 10	1975 Aug
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b. 10	1975 Sep
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b. 10	1975 Oct
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b. 10	Nov-Dec 1975
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b. 10	Jan-March 1976
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Detailed transactions state department

b. 10	1976 Apr
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b. 10	1976 May
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b. 10	1976 Jun
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b. 11	Jul-Aug 1976
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Detailed transactions department order

b. 11	Sep-Oct 1976
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b. 11	Nov-Dec 1976
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Detailed transactions department order (continued)

b. 11 Jan-Feb 1977

b. 11 Jan-Mar 1974

b. 11 1974 Apr

Detailed transactions fund order

b. 11 1973 Jul

b. 11 1973 Aug

b. 11 Sep-Dec 1973

b. 11 Jan-Feb 1974

b. 11 1974 Mar

b. 11 1974 Apr

b. 11 1974 May

b. 11 1974 Jun

b. 11 Jul-Aug 1974

b. 11 1974 Sep

b. 11 Oct-Dec 1974

b. 11 Jan-May 1975

b. 11 1975 Jun

b. 12 1975 Jul

b. 12 1975 Aug

b. 12 Sep-Oct 1975

b. 12 Nov-Dec 1975

b. 12 1976 Jan

b. 12 1976 Feb

b. 12 1976 Mar

b. 12 Apr-May 1976

b. 12 1976 Jun

b. 12 Jul-Dec 1976

b. 12 Jan-Feb 1977

b. 12 Summary statements - department order

July-December
1973

Summary statements - fund order

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b. 12	1974 Jun

Accession 1984-A-045: Work papers, 1976-1980

Restricted to office of origin only.

Audit Workpapers Fiscal 1976 July 1, 1975 to June 30, 1976

Accession 1985-A-027: Work papers, audits, and reviews, 1967-1983

Restricted to office of origin only.

Miscellaneous Work Papers Calendar 1982 Jan 1, 1982 to Dec 31, 1982

Construction, Architectural, and Miscellaneous Contracts Reviewed, Fiscal 1980 to Fiscal 1983 July 1 1979 to June 30, 1983

b. 10, f. 1137	Contract Review (Miscellaneous) Fiscal 1980--Forestry School
b. 10, f. 1138	Architectural and Engineering Contrats, Fiscal 1980
b. 10, f. 1139	Architectural and Engineering Contrats, Fiscal 1981
b. 10, f. 1140 - 1142	Construction Contracts, Fiscal 1981
b. 11, f. 1143 - 1146	Construction Contracts, Fiscal 1981
b. 11, f. 1147 - 1148	Miscellaneous Contracts (Other than Construction), Discal 1981
b. 11, f. 1149 - 1150	Architectural and Engineering Contracts, Fiscal 1982
b. 11, f. 1151	Construction Contracts, Fiscal 1982--Index
b. 11, f. 1152 - 1157	Construction Contracts, Fiscal 1982
b. 12, f. 1158 - 1160	Construction Contracts, Fiscal 1982
b. 12, f. 1161 - 1162	Miscellaneous Contracts (Other than Construction), Fiscal 1982
b. 12, f. 1163	Hope Building Contract, Fiscal 1982
b. 12, f. 1164	Bidding and Contract Results, Fiscal 1981
b. 12, f. 1167	Electrical Bid Openings, 1981 to 1984
b. 12, f. 1168	Deferred Maintenance--Architectural and Engineering, Fiscal 1981
b. 12, f. 1169	Ecklund Termination Clause

Accession 1985-A-028: Audit records, 1971-1972, 1976, 1982

Restricted to office of origin only.

b. 1, f. 1	Yale University Press, Ltd. (U.K.)	
b. 1	Statutory Accounts	1972 June 30
b. 1	Management Accounts	1971 June 30
b. 1, f. 2	Cash 01XX	
b. 1	WCF's Counted F/1974 and F/1975	
b. 1, f. 3	External Audit	
b. 1	Yale University Press, Ltd. AR-F/76-20	
b. 1	Review of Yale University Press, Ltd.	
b. 1	Fiscal 1976	1976 March
b. 1, f. 4	Purchasing Department AR C/1982-53 (955A/B/C/D)	
b. 1	Limited Review of the Purchasing	
b. 1	Department Administration Fiscal 1982	Fiscal 1982

Accession 1986-A-089: Audit records, 1974-1983

Restricted to office of origin only.

Fiscal Year 1975		
b. 1, f. 1	Yale Alumni Fund - Endowment Fund July 1, 1974 - June 30, 1975	January 22, 1976
Fiscal Year 1979		
b. 1, f. 2	Graduate and Professional Student Senate July 1, 1978 - June 30, 1979	September 19, 1979
b. 1, f. 3	Yale Alumni Publications, Inc, July 1, 1974 - June 30, 1979	January 11, 1980
Fiscal Year 1980		
b. 1, f. 4	Connecticut Academy of Arts and Sciences July 1, 1979 - June 30, 1980	January 13, 1980
b. 1, f. 5	Sheffield Scientific School July 1, 1979 - June 30, 1980	September 22, 1980
b. 1, f. 6	Yale Alumni Fund - Endowment Fund July 1, 1979 - June 30, 1980	November 22, 1980
b. 1, f. 7	Yale Alumni Publications July 1, 1979 - June 30, 1980	March 19, 1981
b. 1, f. 8 - 9	Yale Summer School of Music and Art, Dec 1, 1979 - Nov 30, 1980	January 30, 1981
b. 1, f. 10 - 11	Yale Summer School of Music and Art, (Music) Dec 1, 1980 - June 30, 1981	January 7, 1982
b. 1, f. 12 - 13	Yale Summer School of Music and Art, (Music) Dec 1, 1981 - Nov 30, 1982	No Review Date
b. 1, f. 14 - 20	Yale University Press, July 1, 1979 - June 30, 1980	No Review Date
b. 2, f. 21	Graduate and Professional Student Senate July 1, 1979 - June 30, 1980	No Review Date
b. 2, f. 22 - 23	Yale Alumni Fund, July 1, 1979 to June 30, 1980	September 1980
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b. 3, f. 27 - 28	Yale Alumni Fund - Endowment Fund, July 1, 1980 - June 30, 1981	January 12, 1981
b. 3, f. 29	Yale University Press, Ltd. London Office, July 1, 1980 - June 30, 1981	November 6, 1981
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b. 4, f. 38	Graduate and Professional Student Senate 1 of 2, July 1, 1980 - June 30, 1981	January 15, 1981
b. 4, f. 39	Graduate and Professional Student Senate 2 of 2, July 1, 1980 - June 30, 1981	January 15, 1981
b. 4, f. 40	Yale Alumni Publications, July 1, 1980 - June 30, 1981	No Review Date
b. 4, f. 41	Sheffield Scientific, July 1, 1980 - June 30, 1981	December 11, 1981
b. 4, f. 42	Connecticut Academy of Arts and Sciences, July 1, 1980 - June 30, 1981	January 14, 1981

Fiscal Year 1981 (continued)

b. 4, f. 43	Yale Alumni Fund, Binder 1 July 1, 1980 - June 30, 1981	September 30, 1981
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b. 4, f. 45	Yale Alumni Fund, Quarter Century Fund July 1, 1980 - June 30, 1981	September 5, 1981
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b. 4, f. 47	Sheffield Scientific School July 1, 1981 - June 10, 1982	December 12, 1982
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b. 5, f. 49 - 50	Yale Alumni Fund - Endowment Fund, July 1, 1981 - June 30, 1982	1981 July - 1982 June
b. 5, f. 51 - 58	Yale University Press	1981 July - 1982 June
b. 5, f. 59	Yale Alumni Fund - Quarter Century Fund July 1, 1981 - June 30, 1982	September 2, 1982
b. 5, f. 60 - 61	Yale Alumni Fund, July 1, 1981 - June 30, 1982	1982

Accession 1987-A-103: Work papers, 1967-1984

Restricted to office of origin only.

b. 1, f. 1	Salaries and Wages at G and C fringe benefits rate; 6-30-84 (Final)
b. 1, f. 2	Check Signing and destruction control over numbers, signature plates, etc. and miscellaneous problems concerning checks
b. 1, f. 3	Forgeries (through F/77)
b. 1, f. 4	Forgeries (F78)
b. 1, f. 5	Forgeries (F79)
b. 1, f. 6	DHEW: letter of credit audit University of California (F76-78)
b. 1, f. 7	DHEW: Audit of Stockrooms (July 1975) (1 of 3)
b. 1, f. 8	DHEW: Audit of Stockrooms (Aug. 1975) (2 of 3)
b. 1, f. 9	DHEW: Audit of Stockrooms (3 of 3)
b. 1, f. 10	DREW: Indirect Cost Rates (Fiscal 1973 and 1974)
b. 1, f. 11	DHEW: Equipment Audit (Fall 1978)
b. 1, f. 12	DHEW: Fiscal 1979
b. 1, f. 13	DHEW: Fringe Benefits Rates (1973 and 1974)
b. 1, f. 14	DHEW: Various audits, no deficiencies (Jan 1977)
b. 1, f. 15	DREW: Various audits, (Jan 1978)
b. 1, f. 16	Federal Government Controls Price, Wage, Energy, etc. (1976)
b. 2, f. 18	Associate Treasurer's Office (529G-26-00001-01ZA) Fiscal 1974
b. 2, f. 19	Associate Treasurer's Office (529G-26-00001-01ZA) Fiscal 1980
b. 2, f. 20	Bursar's Office (529G-26-00001-01ZA) Fiscal 1978
b. 2, f. 21	Bursar's Office (529G-26-00001-01ZA) Fiscal 1978
b. 2, f. 22	Bursar's Office (529G-26-00001-01ZA) Fiscal 1980
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b. 2, f. 24	Accounts Receivable
b. 2, f. 25	Accounts Receivable: review of Campaign for Yale Development Office Outstanding Pledges as at June 30, 1974, Fiscal 1975
b. 2, f. 26	Same as Folder 8, except Fiscal 1978
b. 2, f. 27	Same as Folder 8, except Fiscal 1980
b. 3, f. 33	Peabody Museum, WCF 86207 (9520-53)

b. 3, f. 37	Data Processing Expense AR C/1982-34 G8G; Integrity Controls of Administrative Data System - Fiscal 1983 (Jan 1982; R. Dorozenski/W. Strohmeyer 0544)	
b. 3, f. 38	Medical School C/1981 - 9 704A-41; Physiology Dept.; Conflict of Interest - University Employee (Feb 1981; AR Weldon P555)	
b. 3, f. 39	G/L System Redesign UA Audit Memo, 1982	1982
b. 3, f. 40	ACMAT-2-1-82	
b. 3, f. 41	OPS 1982-47	
b. 4, f. 43	Yale University Press ARC-8!. Review of YUP Computerized Royalty Payments (4/81 D. McGran/A. Weldon) B-039	
b. 4, f. 44	Yale University Press committee Minutes (F73 thru F77) PERMANENT FILE	
b. 4, f. 45	Yale University Press committee Minutes (F78) PERMANENT FILE	
b. 4, f. 46	External Audit, Fiscal 1980, Yale University Press, Review of Computerized Royalty Payments for Calendar Year Ended Dec 31, 1979	
b. 4, f. 47	Yale University Press - Property Tax Case Pending	
b. 4, f. 48	Grant and Contract Drawdown ARC/82-49 09 and30; Transaction tests review of Federal Fund Drawdowns and Expenditures for Sep 1982	
b. 4, f. 49	Interest Income AR/CI981-48 47GA; HHS Audit-Interest Income on Letters of Credit for the Period 7-1-80-6-30-81; Nov 1981 AR Weldbn/WJ Strohmeyer A-18	
b. 4, f. 52	Audit Reports and Special Reports, Fiscal 1967	
b. 4, f. 54	Audit Reports, Fiscal 1969	
b. 4, f. 55	Audit Reports, Fiscal 1970	
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b. 5, f. 56	Alumni Fund - Palo Alto (545E-28-00001-01ZA)	
b. 5, f. 57 - 58	Engineering and Applied Science (624A-31-00001-01ZA)	
b. 5, f. 59	Physics Department (627B-31-00001-01ZA)	
b. 5, f. 62	Office of Professional Service (692P-41-32965-01ZA)	
b. 5, f. 63	Medical School - Business Office 690C-41-00001-01ZA	
b. 5, f. 64	Yale Psychiatric Institute (742A-41-87058-01ZA)	
b. 5, f. 66	Art and Architecture (776A-44-00001-01ZA)	
b. 5, f. 67	Drama School (780A-45-00001-01ZA)	
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b. 5, f. 72	Microbiology Dept. (WCF 86087) (9100-41)	
b. 5, f. 73	Freshman Food Service (945P-61-00001-01ZA)	

Closed Working Cash Funds:

b. 5, f. 77	Class of 1979 WCF, Alumni Records; 544E-28-75783-01ZA
b. 5, f. 78	Psychology Dept. (WCF 86130) (9200-41)
b. 5, f. 79	Psychology Dept. (WCF 86132) (9220-41)
b. 5, f. 80	Molecular Biophysics (WCF 86021) (616D-31)
b. 5, f. 81	Cash, Review of Dining Hall Working (Fund Number 86041)

Computer Printouts

b. 6, f. 82	Fiscal 1982, Yale University Press, Computer Runs
b. 6, f. 83	Yale University Press, Aged Accts Rec. (6-30-83; Binder 8)
b. 6, f. 84	Yale University Press, Inventory Reports, F83; Binder 9

Accession 1991-A-067: Records, 1979-1989

Restricted to office of origin only.

Departmental policies and procedures		
b. 1, f. 1 - 2	General	1984
b. 1, f. 3	DHEW Audit of Cost Transfers	1980
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b. 1, f. 7 - 17	Corporation AC Meeting Minutes	1979-1988
Audit work papers		
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b. 2, f. 25	Yale University Art Gallery	1984
b. 2, f. 26	Soccer Game Tickets	1984
b. 2, f. 27	Football Game Tickets	1984
b. 2, f. 28	Football Parking	1984
b. 2, f. 29	Winter Sports Tickets	1984
b. 2, f. 30	British Art Center	1984
b. 2, f. 32 - 33	Pediatrics	1984
b. 3, f. 35	Central Stockroom	1984
b. 3, f. 36 - 37	Library Cash Sales	1984
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