

Relander Room

Box # 2 – Vouchers: January-June 2002 (Plath, Postage Due Invoices)

Box #3 – Vouchers: July – December 2002

Box #4 Payroll & Benefits Info, signature sheet file

Box # 5 vouchers: January – June 2003: Plath 2003; Requisition slips, County Treasurer Receipts; Postal Receipts 2003; Purchase Orders

Box # 6 July – December 2003: Claim Vouchers

Box # 7 2003 Payroll (in banker-style box)

White Boxes: 2000-01 Lost Book Receipt
2002-03 Lost Book Receipts & Old time cards

2 Boxes of: 1982-83 Community Library Lost Book Receipts & Petty Cash

1 Large Box: 2000 Cash receipts, 2001 Cash & Business Office Receipts; 2003 Cash Receipts & Cash Long (2002 box of receipts is upstairs)

File Cabinet #1:

#1 drawer – 1999 Jan-Sept. Payroll, A/P Vouchers (cont. in File Cabinet #3; drawer #1)

#2 drawer – 2000 Jan-Aug. Payroll; A/P Vouchers

#3 drawer – 2000 Sept.-Dec. Payroll; A/P vouchers; 2000 copies of P.O.s Sept.-Dec.

#4 drawer – 2001 Jan.-Dec. Payroll & A/P continued to Cabinet #3; drawer #4)

File Cabinet #3:

#1 drawer – 1999 payroll, Oct., & Nov.; Vouchers Nov.– Dec. 1999; 1998 Vouchers; 1998 Jan. –April Payroll

#2 drawer 1998 May-Dec Voucher, A/P/, P~~0~~s; payroll

#3 drawer 1999 Jan-Dec. payroll Journal, 1999 Expenditure Report Journal, 1999 Warrant Issues; 1999 Employee Master File; 1999 General Ledger; 1999 Labor Distributions; 1999 Revenue Reports; 1999 Position Control Records & Employee Detail (no label not marked); 1999 Cash Receipts; 2000 Cash Receipts January – July

4 drawer – 2001 Continuation of Overflow 1st Cabinet Drawer #4.

Bottom Shelves by File Cabinets in Relander Room:

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White Box: 2002 Money Bag, Cash Log; Cash Receipts; Receipt Tapes; P.O.s; Cash Register tapes.

Long White Box: 2003 Cash Receipts January – March; Cash Register Tapes; Money Bag Spreadsheets 12/18/02-9/19/03.

Long White Box: 2000 Cash Receipts & Deposit Book

Bottom shelves: 3 Ring Binders

2002 – copier stats (white 3 ring binder)

2003 – copier stats (black 3 ring binder)

Small Brown Box #1 – 1999 Warrants

Small Brown Box #1 - 2002 Warrants; A/P & Payroll