



University Archives
University of Wisconsin-Stout

Finding Aid for Budget and Financial Services Subject and Correspondence File, 1975-1983

Stout Series 241

Overview of Collection

- Repository:** UW-Stout Archives and Area Research Center
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Menomonie, WI 54751
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- Collection Number:** Stout Series 241
- Creators:** Budget and Financial Services
- Title:** Budget and Financial Services Subject and Correspondence File
- Dates:** 1975-1983
- Quantity:** 0.8 cubic feet
- Location of Collection:** 20-2-F
- Languages:** English
- Summary:** This collection includes the annual report of Budgeting and Financial Services to the assistant Chancellor for Administrative Services as well as annual reports from different units within the Budgeting and Financial Services Office, budget materials, correspondence, minutes from various committees, monthly mileage reports, reports requested by UW-System or UW-Stout and miscellaneous materials.

Historical Note

In the early years of Stout, the Business Manager or Business Office had responsibility for all financial, budgeting, and business affairs of the institution. As Stout grew, these responsibilities also grew dramatically so that in 1964 the Business Affairs division was established with separate offices of Accounting and Purchasing. Between 1976 and 1977, budget processing and budget planning responsibilities were added to the Controller's Office. The name of the office was formally changed to Budget and Financial Services around 1978 with the major functions of budget processing and planning, purchasing, accounting, and accounts payable preaudit.

Related Collections

Stout Series 12: Financial Records
Stout Series 63: Budget Materials
Stout Series 113: Auxiliary Operations Annual Reports
Stout Series 114: Budget Handbook
Stout Series 120: Three Year Comparative Budget History
Stout Series 121: Fiscal Year End Financial Review
Stout Series 172: University Budget Committee
Stout Series 174: Budget Materials
Stout Series 283: Audit Reports
Stout Series 298: All Appropriations Summary by UDSS

Administrative Information

Acquisition Information:

Transferred from Budget and Financial Services to the UW-Stout Archives and Area Research Center.

Access Restrictions:

There are no access restrictions on the materials, and the collection is open to all members of the public in accordance with state law. The archivist and records officer reserve the right to determine whether unmarked materials need to be restricted.

Use Restrictions:

The researcher assumes full responsibility for conforming to the laws of libel, privacy, and copyright which may be involved in the use of this collection (*Wisconsin Statutes* 19.21-19.39)

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