



TAB A

Appointment Orders

- Armory Manager Appointment Memorandum
- Transfer of Operations Fund Memorandum

01 July 2024– 30 June 2025



TAB B

Rental Applications

- Rental Application Matrix (on top).
- All pending Rental Applications with related correspondence (Note - Upon receipt of the approved Rental Contract, attach the Rental Application to the Rental Contract and move to the Rental Contracts Tab)



TAB C

Denied Rental Applications

- All denied Rental Applications filed in numerical sequence with supporting documentation.



TAB D

Rental Contracts

- Rental Matrix (on top)
- All Rental Contracts with the following attached to each contract:
 - Signed Rental Contract and Addendum(s)
 - Completed Armory Sitter Personnel-Payroll Action Request Form (with supporting documentation) (as required)
 - Copy of required permits or licenses (Alcohol, Beer, Retail, Sports, etc.) (as required)
 - List of Chaperones (as required)
 - Bank deposit slip
 - Yellow copy of Receipt
 - Armory Rental Cleanup Checklist
 - Approved Rental Application

Ensure the Receipt Number and Rental Contract Numbers are entered on each page of the Rental Contract, Contract Addendum, and all other documents.

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TAB E

State Treasurer Deposits

- Copies of all deposit packets (Rentals, vending, UCMJ, etc.)



TAB F

Reimbursements

Items filed behind this TAB:

- Copies of all Reimbursement Requests with copies of supporting documentation.



TAB G

Bank Statements

- Monthly Bank Statement & Account Reconciliations
 - Attach and file copies of cancelled checks (if received) to the applicable bank statement.



TAB H

Armory Rental SOP

- Current Armory Rental Standard Operating Procedure (SOP)



TAB I

Monthly TAG Audit Reports

- Any reports received and maintained with the current year file.
- TAGSC Analysis of Monthly Revenue and Expenditure Reports (produced as requested).



TAB J

Miscellaneous

- Written correspondence from TAGSC concerning Armory Maintenance Funds.
- Written agreements between the SC Military Department and local municipalities, governmental organizations, schools, etc., of use of the Armory or Armory property for other than National Guard functions (Note – the TAG is the approval authority for all use agreements for Military Department property and facilities).
- Contracts between the Armory Manager and vendors.
- Copy of the Annual Audit by the MSC or Battalion Administrative Officer or designated representative.