

FERRIS STATE UNIVERSITY

Schedule 2003.010- Accounts Payable Office

N.b. If departments are unable to retain records for the length of time set out in this general record schedule due to space constraints, consult the University's Archivist for assistance and storage at the Record Center.

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
1	Accounts Payable Vouchers. May include invoices, travel vouchers, travel requests, cash advances and other backup documentation.	CR+7	Destroy-ID	
2	American Express Records. Includes lists of employees/ offices holding credit cards. Lists are inactive once card is returned. Includes advance receipts and pay stubs.	CR+7	Destroy-ID	
3	ASR Records. Records produced by outside insurance administrator. Includes daily and monthly check registers, bank statements and medical reimbursement records including check stubs, check copies and deposit slips.	CR+7	Destroy-ID	
4	Hotel/Conference Utility Reports. Also includes statements and lists of cardholders at the hotel.	CR+7	Destroy-ID	
5	Purchasing Card Records. Log used to document purchase card expenditures and receipts	CR+7	Destroy-ID	
6	Tax Records. 1099 forms and W-9s.	CR+7		Yes

June 2003

Key:

ACT = Active
 CR = Creation
 SUP = Retain Until Superseded
 CY = Calendar Year (current)
 ID = Immediate Disposal
 FY = Fiscal Year (current)
 PM = Permanent
 y = year(s)