

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Purchasing Records (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
BANQUET PERMIT AUTHORIZATION Requests University approval to apply for a Banquet Permit.	Accounts Payable* Purchasing; Department (secondary copies) Compton Union Admin. (secondary copy)	Retain for 2 years after end of fiscal year, then destroy. Retain for 2 years after end of fiscal year, then destroy. Retain until end of fiscal year, then destroy.	11-12-63404 Secondary copy under 11-12-63404 Secondary copy under 11-12-63404	
BIDS AND PROPOSALS -- SUCCESSFUL Records relating to bids and proposals made by other parties to provide the University with goods, services, revenue or other benefits, which are accepted by the University. Includes, but is not limited to: • Request for proposal or bid (RFP), request for qualifications and quotations (RFQQ), specifications, etc.; • Notices (filed with newspaper, etc.); • Bid proposals, evaluation documents, statements of qualification, applications, etc. Excludes records covered by: • Bids and Proposals – Unsuccessful (DAN GS 06007); • Contracts and Agreements (DAN GS 01050; see Acct/Fiscal Recs. table).	AVP Finance* OR Department* Department (reference copy)	Retain for 6 years after completion of purchase or fulfillment of contract, then destroy. Retain until admin. purpose served, then destroy.	GS 06004 Rev. 1 Secondary copy under GS 06004 Rev. 1	
BIDS AND PROPOSALS -- UNSUCCESSFUL Records relating to bids and proposals to provide the University with goods, services, revenue or other benefits, which are not accepted by the University. Includes bid proposals, evaluation documents, statements of qualification, applications (rental/lease), etc. If agency decides not to proceed with a purchase or agreement, records also include: • Request for proposal or bid (RFP), request for qualifications/quotations (RFQQ), specifications, etc.; • Notices (filed with newspaper, etc.). Excludes records covered by: • Bids and Proposals – Successful (DAN GS 06004); • Contracts and Agreements (DAN GS 01050; see Acct/Fiscal Recs table).	Purchasing Svcs* OR Department* Department (reference copy)	Retain for 3 years after bid award or cancellation date, then destroy. Retain until admin. purpose served, then destroy.	GS 06007 Rev. 1 Secondary copy under GS 06007 Rev. 1	
CREDIT CARD ADMINISTRATION FILES—CARD ISSUED Provides program administrative documentation related to credit card issuance, account maintenance, and compliance. University credit cards include purchasing cards, fuel credit cards, and Central Travel Accounts. At a minimum, each file includes application, cardholder agreement, and photocopy of card. Depending on the age and usage of the card, file may also include roles and responsibilities forms, account maintenance requests, documentation of exceptions granted, documentation of policy violations, and correspondence with the cardholder, card reconciler, and/or approving official. NOTE: These are internal administrative documents and not the record of the contract between the University and the issuing bank.	Accounts Payable* OR Travel Services* Department (reference copy)	Retain for 6 years after termination of agreement, then destroy. Retain until admin. purpose served, then destroy.	03-07-60531 revision 1 Secondary copy under 03-07-60531 revision 1	

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CREDIT CARD APPLICATION—DENIED OR NOT ISSUED Provides a record of a request for issuance of a University credit card used to purchase items from outside vendors when the card was denied or not issued. University credit cards include purchasing cards, fuel credit cards, and Central Travel Accounts.	Department*	Retain until denial, then destroy.	03-07-60532 revision 1	
DEPARTMENTAL REQUISITION (WSU 1011) Request from departments to WSU Purchasing for purchases outside the institution.	Purchasing*	Retain for 2 years after end of fiscal year, then destroy.	11-12-63410	
	Department (secondary copy)	Retain for 2 years after end of fiscal year, then destroy.	Secondary copy under 11-12-63410	
DISCRETIONARY (17A) ACCOUNT EXCEPTION JUSTIFICATIONS Provides a record of approved exceptions to University guidelines for discretionary (17A) accounts.	Department*	Retain for 6 years after end of fiscal year, then destroy.	11-12-63412	
EXPENDITURE AUTHORITY DELEGATION (WSU 1198) A form that delegates authority for approving various documents that obligate departmental funds.	Controller*	Retain for 6 years after end of fiscal year, then destroy.	11-12-63413 Rev. 1	Essential
	Department (secondary copy)	Retain for 2 years after end of fiscal year, then destroy.	Secondary copy under 11-12-63413 Rev. 1	
FACULTY TEXTBOOK ORDER SHEET Used by faculty to identify textbook needs each semester.	Faculty Member*	Retain until admin. purpose served, then destroy.	11-12-63415 revision 1	
INTERDEPARTMENTAL REQUISITION AND INVOICE (WSU 1017) Provides a record of approval for interdepartmental purchasing transactions.	Vendor Department*	Retain for 6 years after end of fiscal year, then destroy.	11-12-63416	
	Department (secondary copy)	Retain for 2 years after end of fiscal year, then destroy.	Secondary copy under 11-12-63416	
PHOTOCOPIER EQUIPMENT REQUEST (WSU 1340) Form used to document copier needs to purchase copy equipment.	Department*	Retain for 2 years after end of fiscal year, then destroy.	11-12-63419	
	Purchasing (secondary copy)	Retain for 1 year after action taken, then destroy.	Secondary copy under 11-12-63419	
PURCHASE AUTHORITY Authority for a state agency to accomplish its own purchases. May be state form GEN-PUR-007 or similar agency-specific form.	Controller*	Retain for 6 years after end of fiscal year, then destroy.	GS 06002	Essential
	Department (secondary copy)	Retain for 2 years after admin. purpose served, then destroy.	Secondary copy under GS 06002	
SUPPLY AND EQUIPMENT REQUESTS Internal WSU documents used to request the purchase of supplies and equipment.	Department*	Retain for 30 days after date of receipt, then destroy.	GS 06001	

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TELECOMMUNICATIONS SERVICE REQUESTS Provides a record of online requests to move, change, disconnect, or add new telecommunications services, including telephone, voicemail, and Ethernet.	Information Technology Services* (digital media) Department (secondary copy)	Retain for 6 years after end of fiscal year, then destroy. Retain for 1 year after request approved or denied, then destroy.	11-12-63428 Secondary copy under 11-12-63428	