

CLEMSON UNIVERSITY

CHIEF FINANCIAL OFFICER
UNIVERSITY COMPTROLLER

CU 10579 **CANCELLED CHECKS**

Description:

This series is created by the Office of Accounting Services and is used to record checks written to vendors by the university and subsequently cancelled. Information on the checks includes the date, check number, check amount, and the party to whom the check was paid.

Retention:

7 years; destroy.

Supersedes: CU-VPBF-FM-20

CU 10580 **VOUCHERS: ACCOUNTS PAYABLE/JOURNAL**

Description:

This series is created by the Accounting Services Office and is used to support and authorize payment for university incurred expenses. Information consists of purchase orders, invoices, receiving reports, and purchase requisitions documenting payments from the university to outside vendors and departments on campus.

Retention:

7 years; destroy.

Supersedes: CU-VPBF-FM-14

CU 11196 **CHECK PAYMENTS TO VENDORS (ACCUMULATIVE)**

Description:

This series is used to record the number of checks and amounts written to various vendors for a given period. This report is entitled Check/Voucher Listing-Accumulative and includes vendor number, vendor name, purchase order number, check number, date paid, amount code charged, voucher amounts, and check total.

Retention:

10 years; destroy.

Supersedes: CU-VPBF-FM-29

Schedule approved 8/11/99

CU 01315 **BID PACKAGE**

Description:

Documents all bids submitted for products or services to be purchased or leased by Clemson University. Information includes Request for Quotation, Purchase Order Voucher, Sealed Bid, and other related information.

Retention:

5 years; destroy.

Schedule approved 9/24/91