FN15 – Purchasing Card Transactions

These records relate to the acquisition of goods and services through the UW purchasing card (Pcard) program.

Content & Scope
The Pcard program was established in 2005 to empower authorized card holders to pay for goods using a University Visa credit card.

The records include packing slips, invoices, receipts, Visa slips, and monthly Visa statements.

Responsible Unit
Units with individuals holding Pcards.

Information Steward
Vice President, Administration & Finance

Privacy Classification
Highly Restricted.

Retention
7 years.

Disposition
Secure Destruction.

Authority
Income Tax Act, 1985, s.230 (4)(b)

Retention Rationale
Income Tax Act, s. 230 (4)(b) specifies that records be kept for 6 years after the taxation year to which they relate.

Approval Date(s)
April 14, 2010