



## **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