

## **Records Management Best Practices: Purchasing Records**

The following best practices were developed in consultation with the Fredonia Purchasing Office.

The Accounting Office is the official record custodian for the list of records below related to purchases made with state funds. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a legal, operational, or historic value.

**Records subject to these standards include the following *IF* the procurement has been made into a purchase order by Purchasing, or is paid as a Confirming, or Prepayment by Accounting:**

- Vendor solicitations
- Requests for proposal
- Price quotations
- Specifications
- Procurement and procurement contact records
- Contracts

Notes:

(1) Departments may retain a copy of a contract to aid in assuring that the terms of the contract are understood and met.

(2) Departments should retain supporting documentation related to contracts/purchases that would not be in the possession of Purchasing (e.g. sign in/log books, service reports, work tickets, time tickets etc.).

**Records maintained in the Purchasing Office include:**

- Authorization forms and network security forms for procurement card holder requests
- Request for office supply sign-ons
- Project Sunlight Certification Sheets and Reporting Forms
- Umbrella Contract RFQ

**Note:** The Purchasing Office retains their records for the statutorily mandated period of time. A department may ask for a copy of a supporting document by calling Purchasing at (716) 673-3438.

**Procurement Card Holders are the official record custodians for the list of records below related to purchases made with state-issued procurement cards.**

- Receipts and other payment records associated with vendor payments
- Receipts and other payment records associated with Merchandise receipts
- Receipts and other payment records associated with payment history record