

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Purchasing Department Files

Procedure No.: PP-250

Approved by:

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I. Purpose

To provide procedures for the establishment and maintenance of Purchasing Department files.

II. Scope

This procedure applies to all Purchase Orders generated from Procurement and General Services.

III. Procedure

All files kept for the Procurement Office shall be established and maintained by the Purchasing Assistant whose responsibility they shall be.

Files maintained within the Purchasing Department and their retention schedules shall be as follows:

1. All original copies of all purchase requisitions shall be filed by Purchase Order number with separate files maintained for each calendar year. The current year plus two prior year's requisitions shall be maintained in the Purchasing Department. The third, fourth, and fifth prior years they shall be maintained in storage. All requisitions older than the fifth prior year shall be destroyed.
2. All Spot purchase order copies shall be maintained in numerical order for three years, after which time they shall be destroyed.
3. Logs of all purchase order numbers and all field purchase order numbers shall be maintained in the FAMIS database. After five years they may be purged.
4. Each University vehicle shall have a separate file in which purchase and maintenance information shall be retained. These files shall be retained until each vehicle is sold, at which time they shall be transferred to storage where they will be retained for one year, then destroyed..

5. All Fixed Assets shall be entered into the FAMIS database. Documents relating to these purchases shall be maintained for five years.
6. One copy of the Vendor/Product Directory will be maintained in FAMIS in a current status at all times.
7. A listing of all drivers shall be maintained for insurance purposes in the office of the Property Manager. A current list of approved drivers will be maintained as well as the list for the last fiscal year.