

Purchase orders and requisition records (GRS-1544)

Utah General Retention Schedule

Description

These records document the purchase of equipment and other materials made by a governmental entity. They are used as a planning tool and for verification purposes. Information includes a description of the item being ordered, requesting agency, name of vendor, delivery and payment details.

Retention and Disposition

Retain for 4 years, and then destroy records.

Appraisal

These records have fiscal value(s).

Appraisal Note

Fiscal value is based on the need to maintain the records for financial audit or financial obligations.

Categories

Financial Management
Fixed Asset

Effective

04/2018

Previous Schedule Number

SD-19-36