

This schedule has been discontinued. Please use GRS-106: Local government accounts payable and receivable records.

School's accounts payable (GRS-1553) (DISCONTINUED)

Utah General Retention Schedule

Description

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

Retention and Disposition

Retain for 4 years, and then destroy records.

Categories

Financial Management

Effective

06/1999 – 04/2018

Previous Schedule Number

SD-19-45