

# Purchase orders and requisition records (GRS-2151)

## Utah General Retention Schedule

### Description

These records document the purchase of equipment and other materials made by the school. They are used as a planning tool and for verification purposes. These records contain a computer report, purchase orders and requisition forms. Information includes a description of the item being ordered as well as the price and actual amount paid.

### Retention and Disposition

Retain for 4 years, and then destroy records.

### Categories

School District  
Elementary School

### Effective

06/1994

### Previous Schedule Number

SD-1(94)-30