

Food service purchase orders and extended bids (GRS-2323)

Utah General Retention Schedule

Description

Provides a record of all food items purchased by the Department. Includes warrant requests, invoices, produce bids, adjustment forms and correctional requisition forms.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Financial Management

Effective

10/2000

Previous Schedule Number

SG-6(229)-15