

**This schedule has been discontinued.**

## **School's accounts payable (GRS-1640) (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**

High School  
School District

#### **Effective**

12/1999 – 08/2008

#### **Previous Schedule Number**

SD-22-41