
ACCOUNTS PAYABLE

Description: Consists of records relating to expenditures and purchases. Records may include procurement card (p-card) applications, cancellations and renewals of cards, p-card reconciliations and receipts, requisitions, purchase orders, invoices/direct pays and supporting documents, professional development and travel expense reimbursement (PDTER) claims, monthly HST reconciliations and related documents.

Filing Guidelines: Records must be securely stored until final disposition. Once a unit submits the record(s) to Financial and Administrative Services, the unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy.

MUNCLASS Function:	Finance (FN)
Responsible Unit(s):	Financial and Administrative Services
Retention:	Current year file closed + 7 years
Disposition:	Delete/Destroy
Media:	Paper and/or electronic
Authority:	<i>Income Tax Act (1985)</i> , Anticipated Operational Use

Version 01

Approved: October 26: RS 2020-015
