

0605 Accounts Payable Records

Description: Documents expenditures and payments for vendor transactions, employee travel and expense reimbursements, and other department and employee purchases. *Examples:* Records may include invoices, receipts, packing slips, petty cash documents, tuition reimbursement records, moving and travel reimbursements, credit card monthly statements and use summaries, master credit card bills, check and payment records, balance sheets, and departmental purchase orders.

Retention Period: **Retain for current year plus 6 years, and then securely destroy.**

Authority: 26 C.F.R. § 31.6001-1, 301.6501; 34 C.F.R. §74.53; OMB Circular A-110; M.G.L. c62C § 24; M.G.L. c.260 § 2