

## **Records Management Best Practices: Accounts Payable Records**

The following best practices were developed in consultation with the Fredonia Accounts Payable (AP) Office.

The Accounts Payable Office is the official record custodian for the list of records below related to Accounts Payable. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a legal, operational, or historic value.

Records subject to these standards include the following:

- Agency vouchers, if paid by AP (or transferred on intra-agency and intra-state agency transfers)
- Merchandise receipts, if paid by AP
- Purchase requisitions and justifications, if paid by AP
- Purchase Orders
- Receipts and other payment history records, if paid by AP
- Records of employees' requests for reimbursement or payment of expenses for State and RF related travel, including encumbrance records, requests for travel advance, travel vouchers, justifications, and various supporting records, if state accounts or a state-issued Travel and NET Cards were used.
- Vendor invoices, if paid by AP

**Note:** The Accounts Payable Office retains their records for the statutorily mandated period of time. A department may ask for a copy of a supporting document by calling Accounts Payable at (716) 673-3467.