

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Finance & Administration	Controller	Accounts Payable	Commons 1st Floor Administration	Accounts Payable files	Files of check copies and attached documentation giving information in regards to Vendor, Vendor #, PO#, check amount, invoices for goods and services received. The current Fiscal Year's files are located in Room 108 of the Administrative Building. Prior Fiscal Year's files are located in Room 002A of the Administrative Building.	FY 04/05-Present	Paper	ACC 1000	4 years
3	Finance & Administration	Controller	Accounts Payable	Commons 1st Floor Administration	AP Pending files	File cabinet at Account Clerk desk - Any AP check copy that needs more documentation. EX: receipt from a hotel, signature sheet for meal money, filed alphabetical	FY 04/05-Present	Paper	ACC 1000	4 years
4	Finance & Administration	Controller	Accounts Payable	Commons 1st Floor Administration	Cash Requirements	Listing of transaction including Vendor - Vendor #, date and check amount. These are filed daily in cardboard binder color coded to the fiscal year. The current Fiscal Year's files are located in Room 108 of the Administrative Building. Prior Fiscal Year's files are located in Room 002A of the Administrative Building.	FY 04/05-Present	Paper	ACC 1000	4 years
5	Finance & Administration	Controller	Accounts Payable	Commons 1st Floor Administration	Travel Advance	Listing of travel and amounts of encumbrance for travel expenses filed alphabetical. The current Fiscal Year's files are located in Room 108 of the Administrative Building. Prior Fiscal Year's files are located in Room 002A of the Administrative Building.	FY 04/05-Present	Paper	ACC 1000	4 years
6	Finance & Administration	Controller	Accounts Payable	Commons 1st Floor Administration	Void Checks	Checks to vendors that have been voided are filed numerically. The checks are filed in Room 108 of the Administrative Building.	FY 04/05-Present	Paper	ACC 1000	4 years
7	Finance & Administration	Controller	Accounts Payable	Commons 1st Floor Administration	1099 Records	Listing of vendors with 1099 information pertaining to fax information, 1099s issued to vendors and the summary report issued to IRS - W9 returned forms, filed by year. Records are maintained in Room 108 of the Administrative Building.	1996 - 2/1/08	Paper	LEG 5000	6 years