

ISU Purchasing Department [PURCH]

From: ISU Purchasing Department [PURCH]
Sent: Monday, January 06, 2014 3:23 PM
Subject: Purchasing Card Receipt Retention

To: Purchasing card system users

Beginning March 1, 2014, purchasing card receipts will be required to be uploaded to the associated transaction in the AccessPlus p-card system. This will help create consistency in record retention for all accounting transactions. Hard copies of receipts that are uploaded will only need to be kept for one year from the date of the transaction. Purchasing will retain the electronic copy for 10 years. In addition, this would allow the Quali eDATA to link to the purchasing card attachments.

Feel free to contact the purchasing department with any questions or for assistance in planning for this change.

Purchasing Help Desk 294-4860 or pcard@iastate.edu.