
VENDOR CHECK RE-ISSUE REQUESTS (PAY-W049)

Sacramento City Unified School District

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vendor check re-issue request memo	File cabinet in office	Two years, current and previous fiscal year. After two years, sent to warehouse.	None. Must keep all payroll records per Internal Audit Department.	Secured work area.
Deduction Vendor Register				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/14/04	A	Initial Release
07/16/07	B	Identification Revision and add 5.5 to Work Instructions

***** End of procedure *****