

1. **P-Cards (Procurement Cards) Transaction Files (Originals) (Hard Copy and Electronic)**

Dates: 1998 –  
Volume: 30 Cubic Feet/9GB  
Annual Accumulation: 2 1/2 Cubic Feet/750MB  
Arrangement: Chronological

This record series consists of P-Card (Procurement Card) transactions for the university which may include invoice/receipts from vendors, transaction slips, packing slips, dates and amounts for all requisitions, purchase orders, bank statements from JP Morgan Chase, and related documentation regarding the P-Card transactions.

**Recommendation:** Retain in office for seven (7) years, then destroy hard copies in a secure manner or delete files in electronic format from system provided all audits have been completed and no litigation is pending or anticipated.