

# ORIGINAL RECEIPT RETENTION

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**PURPOSE:** The purpose of this policy is to outline the retention requirements of original voucher (including PCard vouchers) documentation that has been scanned in the WFS environment.

Once the supporting documentation is scanned and attached to the voucher in WFS, the electronic file in WFS becomes the official record on file.

Departments must keep the original supporting documentation until they receive notification from Accounts Payable that their voucher has been approved. Accounts Payable will confirm that the correct attachment was submitted with the voucher and that it is clear and legible. At this point the electronic file can also be deleted from local hard drives.

Once the voucher is approved by Accounts Payable it is recommended that the department shred the original documentation unless:

- A dispute is likely with respect to the transaction or there is known potential or pending litigation involved with the transaction.
- There are specific warranty or other requirements that mandate original hard copies (e.g. real estate transactions, rebates).