

# University of Washington Records Retention Schedule

**Department Title** Procurement Services  
**Department ID** /09/01/01/

**Series Title** Account Reconciliation Reports

**Series Description** Provides a record of reports extracted from FAS (database) for use in reconciliation of various accounts. Used internally for tracing problems and for research. Includes Accounts Payable Details Reports. (See DAN 90-7-46417 for source documents.)

**Series Cutoff** End of Biennium  
**Series Official Retention** 2Y  
**Disposition Authority Number** 01-08-60135  
**Disposition Method** SHRED/ DELETE

**Series Title** Bid Documents

**Series Description** A record of proposals (bids) received from vendors for goods or services, in response to a solicitation (RFx). May include but is not limited to any type of RFx, including RFP, RFQ, RFQQ, RFI, or ITB, awarded bids, bid evaluation forms, correspondence, statements of qualification, applications.

**Series Cutoff** Completion of purchase or fulfillment of contract  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 06004  
**Disposition Method** SHRED/ DELETE

**Series Title** Bids - Unsuccessful and Cancelled

**Series Description** Records relating to bids and proposals which are not accepted. Also includes bid documentation received through a solicitation that was cancelled before the response due date. Includes vendor correspondence received prior to the cancellation as well as correspondence describing the cause of the cancellation. Does not include unopened bids. (Unopened bids are returned to the vendor.)

**Series Cutoff** Bid Awarded or Decision Not To Proceed  
**Series Official Retention** 0Y  
**Disposition Authority Number** WSGS 06007  
**Disposition Method** SHRED/ DELETE

**Series Title** Budget Activity Report (AM28120-201A) (COM)


**Series Description** Reports budget expenditures and revenue, revisions, encumbrances, and salary recaptures for each month by budget number.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

**Series Title** Budget Revenue Summary Report (AM18690-290, 291, 292) (COM)

**Series Description** Provides cumulative monthly summary of financial activity from the beginning of the biennium to the current

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month by revenue source.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Budget Status Report (AM28212-202A) (COM)**

**Series Description** Summarizes budget expenditures and revenues, allotments, encumbrances, and salary recaptures from the beginning of the biennium to the current month by budget number.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Budget Status Summary Report (AM28670-227, 228, 229) (AM28670-237, 238, 239) (COM)**

**Series Description** Provides cumulative monthly summary of financial activity from the beginning of the biennium to the current month by program category, state programs, and budget type.

**Series Cutoff** Merged with Closed Wills and Trusts When Resolved  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Budget Status Summary Report by Budget Number (AM28212-203A) (COM)**

**Series Description** Provides cumulative monthly summary of financial activity from the beginning of the biennium to the current month by budget number at the subsidiary ledger level.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Cash Transmittal (TC/30) (UW 30-82, UW 1394, copy 1)**

**Series Description** Source Document used to credit departmental budgets when cash and checks are either deposited by Student Accounts: Cashier's Office, or deposited directly to the bank by UW offices.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01013  
**Disposition Method** SHRED/ DELETE


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**Series Title** **Commercial Card Statement**

**Series Description** This series is the Central Statement which provides a record of all ProCard and CTA transaction information

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and payments.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Consolidated Budget Status Report (AM28225-212B) (COM)**

**Series Description** Provides cumulative monthly summary of financial activity from the beginning of the biennium to the current month by department, program, and budget number.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Cost Transfer Invoice (TC/60 and TC/61) (UW 34-104, copy 1)**

**Series Description** Source document for transferring costs of services or supplies between budgets within the UW.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** RECYCLE/ DELETE

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**Series Title** **Daily Input Control Logs (IA, IB, IC, ID, etc.)**

**Series Description** Provides record of batches of transactions processed. Includes for each batch: date processed, batch number, number of transactions, and remarks or discount amount, use tax amount, net invoice amount, warrant register number, etc. Includes for each batch: total dollar amount for the batch, accepted dollar amount for the batch, and rejected dollar amount for the batch. Used to reconcile batch amount totals with FAS Batch Control Reports (AM11409-001.)

**Series Cutoff** End of Biennium  
**Series Official Retention** 2Y  
**Disposition Authority Number** 93-05-52286  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Document Invoice Recaps**

**Series Description** Supporting documentation for issue of a check. May include: Affidavit of Forged Endorsement, Affidavit of Lost or Destroyed Warrant, Check Request, Check and Warrant Cancellation Register, Foreign Invoice, Per Diem Advance, Petty Cash Advance, Petty Cash Reconciliation, Petty Cash Voucher, Refund Check Request, State of Washington Invoice Voucher, State of Washington Receiving Report, Student Account Listing, Travel Expense Voucher, UW Invoice, Vendor Invoice, etc. (The paper copy of this record series will be destroyed after it is imaged and verified.)

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**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** RECYCLE/ DELETE

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**Series Title Encumbrance Adjustment (e-record)**

**Series Description** Tracks changing the amount of an encumbrance (requisition) already entered into the Financial Accounting System.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title Encumbrance Request (e-record)**

**Series Description** Source document for establishing the amount of an encumbrance (requisition) to be entered into the Financial Accounting System.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title eProcurement System**

**Series Description** Provides a record of purchases by individual departments made through the eProcurement on-line ordering system. Includes departmental approval for purchases.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title Hand Check Register**

**Series Description** Provides a record of hand drawn checks which have been entered into FAS (database). (Includes FAS printouts which are created daily and used ensure proper data entry. These printouts can be destroyed at the end of each day--see UWGS 04)

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01013  
**Disposition Method** SHRED/ DELETE

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**Series Title Internal Sales Document (UoW 1103)**

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**Series Description** Records sales of services or supplies by service centers and auxiliary enterprises to other UW entities. Used when the providing budget is a service center or auxiliary enterprise using a budget number which begins with the numerals 14, 15, 16, or 25.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **IRS 1099 and 1096 Forms**

**Series Description** Provides a record of reporting to the IRS of moving expenses incurred by university employees and covered by the university. Includes list of vendors valid within the 1099 category as well as special reports.

**Series Cutoff** Form Filed  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01071  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Journal Voucher (TC/35) (UW 34-103, copy 1)**

**Series Description** Source document for transfer of funds between UW budgets. Used to credit and debit departmental budgets. Includes Field Advance Requests, and Reverse Expenditure Requests.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Local Purchase Contract**

**Series Description** Provides record of local purchase agreements for a group of items or services to be purchased over a period of time. Includes food bids, vendor bids.

**Series Cutoff** Termination of Contract  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01050  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Payment File**

**Series Description** Provides a record of changes to, problems with, and modifications of items within the payment process. Also includes CTA payments and correspondence.


**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **ProCard Applications**

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**Series Description** Provides a record of application and approval for a University Procurement Card which can be used for work-related purchases in conjunction with a Web-based accounting system.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Purchase Documentation (Requisitions)**

**Series Description** Documents entire purchase procedure. Used to purchase all goods and services at the University not purchased with a Procard. Does not include travel. Includes: Public Works Projects, Blanket Purchase Orders, Bid Documents; Requests for Proposal (RFP); MWBE Documentation, Requests for Information (RFI); Purchase Requisitions (UW1487); On-line Purchase Requisitions; Request for Interview Expenses (UW1033); Request for Moving Expenses (UW1501), Honorariums, etc.

**Series Cutoff** End of Fiscal Year File Closed  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** RECYCLE/ DELETE

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**Series Title** **Required Reports**

**Series Description** Provides a record of statistical reports created to meet either state or federal requirements. Includes MWBE Reports, etc. Includes actual plan and working file. (Actual purchase records are part of Purchase Documentation.)

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Travel Card Application**

**Series Description** Provides a record of application and approval for a Travel Card or a Central Travel Card which can be used for an individual or department's work-related travel purchases in conjunction with a Web-based accounting system.

**Series Cutoff** End of Fiscal Year File Closed  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01001  
**Disposition Method** SHRED/ DELETE

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**Series Title** **Vendor Control Correspondence**

**Series Description** Provides a record of vendor status at the University. Includes payment information and tax identification number.

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**Series Cutoff** Superseded  
**Series Official Retention** 1Y  
**Disposition Authority Number** 01-08-60146  
**Disposition Method** SHRED/ DELETE

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**Series Title Vendor COVID-19 Vaccination Status Verification Records**

**Series Description** Declaration records submitted by vendors documenting employee COVID-19 vaccination status. Includes all employers of any suppliers, vendors, or contractors who may be working at a University of Washington location. Includes but is not limited to: declarations relating to vaccination status, lists/logs of employees documenting the verification of their vaccination status, evidence of COVID-19 vaccinations.

**Series Cutoff** End of fiscal year in which the vaccine attestation was submitted  
**Series Official Retention** 6Y  
**Disposition Authority Number** 22-02-69647  
**Disposition Method** SHRED/ DELETE

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**Series Title Voided/Cancelled Checks**

**Series Description** Provides a record of checks which were cut but later voided or cancelled.

**Series Cutoff** End of Fiscal Year  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01013  
**Disposition Method** SHRED/ DELETE

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**Series Title W-9 Form**

**Series Description** This form is received from a vendor who has a contract with the University and is used to correctly report the information on the 1099 forms, such as tax name, address, tax ID, and tax type of a vendor.

**Series Cutoff** Superseded  
**Series Official Retention** 6Y  
**Disposition Authority Number** WSGS 01066  
**Disposition Method** SHRED/ DELETE

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