



COASTAL CAROLINA UNIVERSITY

Record Group 355

ALL ADMINISTRATIVE AND ACADEMIC DEPARTMENTS

15513      PROCUREMENT CARD RECORDS

Description

Records kept by cardholders or other designees for internal and external audit purposes. Information includes cardholder statements, receipts, transactional data such as statement date, credit limit, account number, cardholder activity, account summary, and other related documentation.

Retention

State funds: 3 years, destroy.

Federal funds: 7 years, destroy.

SCHEDULE APPROVED 5/12/10