

RETENTION OF SUPPORTING DOCUMENTATION

DOCUMENT TYPE	FUNCTION	TRANSACTION	SUPPORTING DOCUMENTATION TO BE RETAINED BY FACULTY/DEPT/UNIT ⁽¹⁾	COMMENT	
FINANCE	ACCOUNTS PAYABLE / PROCUREMENT	Invoice	N/A ⁽²⁾	Image of scanned invoice stored in Minerva.	
		Packing slip	Yes	Faculty/Department/Unit is responsible for maintaining packing slip - Currently CFI only - reviewing policy with possible thresholds for other Sponsors	
		Payment requests	N/A ⁽²⁾	Image of scanned invoice stored in Minerva.	
		PCard supporting documents	PCard supporting documents that have been digitized and uploaded at the time of reconciliation must be destroyed once the PCard transaction has been approved and posted to Banner FIS. PCard supporting documents that have not been digitized and uploaded at the time of reconciliation must be retained as per McGill University's Records Retention Schedule. For all details, please refer to the Procurement Card Regulation. (Add links to Digitization Guidelines, plus the MURRS)	Retention depends on whether PCard supporting documents have been digitized and uploaded into MOPS or not.	
	BANKING	Quotation/Proposal	N/A ⁽²⁾	Once requestor uploads quotation/proposal to MMP, the electronic form is stored in MMP/Banner.	
		Cash deposit (stamped receipt)	Yes	Stamped receipt must be kept by the unit for a period of 6 months from the deposit date.	
		Cheque deposit memos & deposit slips	Yes	Retain relevant memos that provide explanation for what the cheque is for.	
	JOURNALS	Credit card authorization form	Yes	For the credit card information: 1. Black out the primary account number (PAN) (the first 6 and last 4 digits of the number may remain visible). 2. Photocopy the document that has the PAN blacked out. 3. Shred the original document. 4. Retain <u>only</u> the photocopied document. Refer to the McGill Merchant Manual for more information: Sign in required https://mcgill.ca/financialservices/gfm/revenue-and-banking	
		JE16s and Inter-Departmental Charges	Yes	Applies to Research Grants & Contracts only. PI must authorize these transactions <u>prior</u> to posting. Email is acceptable.	
		TRAVEL	Advances	N/A ⁽²⁾	Once the Advance is processed by Travel Desk, any original paper receipt that is digitized and submitted with the Advance must be destroyed. The official Advance available for internal or external audits is the Advance that is submitted, processed and retained in Minerva by Travel Desk. .
			Expense Reports	N/A ⁽²⁾	Once the Expense Report is processed by Travel Desk, any original paper receipt that is digitized and submitted with the Expense Report must be destroyed. The official Expense Report available for internal or external audits is the Expense Report that is submitted, processed and retained in Minerva by Travel Desk.
		UPRINT	Assigning FOAPALs to users (Faculty/Staff) or to resource accounts	Yes	For Research Grants & Contracts, written authorization (email/memo) of the PI must be obtained <u>prior</u> to assigning a FOAPAL through the Minerva uPrint menus. https://mcgill.ca/financialservices/gfm/financeroles/uprintadmin
	SCHOLARSHIPS & STUDENT AID	BANNER STUDENT AID (BSA)	Student Stipend Payment Authorization	Yes	Requirements apply to Research Grants & Contracts only. PI must sign this document. http://www.mcgill.ca/studentfunding/forms/paymentauthorization

⁽¹⁾ Refer to Digitization Guidelines

https://www.mcgill.ca/library/files/library/digitization_guidelines_sept_2018_1.pdf

⁽²⁾ N/A: denotes these documents are stored centrally. Therefore the Faculty/Department/Unit is not responsible for document retention.

LEGEND:

FFM: Fund Financial Manager

MMP: McGill Market Place

PI: Principal Investigator