

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	CFI Only - Faculty/Department/Unit is responsible for maintaining packing slip.	
		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 further details, please refer to the Financial Resources Management and the Procurement Card Regulation.	Effective December 7th, 2022, PCard supporting documents are uploaded at the time of reconciling in MOPS and are saved in D2. Retention by Faculty/Department/Unit is no longer required, however in the event of an internal or external audit, if the PCard supporting document uploaded at the time of reconciling is not accurate, complete, the PCard Holder will be held accountable.	
	BANKING	BANKING	Quotation/Proposal	N/A ⁽²⁾	Once requestor uploads quotation/proposal to MMP, the electronic form is stored in MMP.
			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.
		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://www.mcgill.ca/financialservices/gfm/merchants-credit-card-payments	
		JOURNALS	JE16s and Inter-Departmental Charges	Yes	Applies to Research Grants & Contracts only. PI must authorize these transactions <u>prior</u> to posting. Email approval 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 (electronic version) and by Travel Desk (PDF version).
			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 (electronic version) and by Travel Desk (PDF version).
	Feeds	Please refer to the Financial Transactions Feed Policy https://www.mcgill.ca/financialservices/policies/feeds	Yes	Supporting documentation/invoices must be retained by the unit/department submitting the feed.	
	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. The PI and award recipient 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