

Vice Chancellor for Student Affairs  
University Bookstore

180.01 Returns/Credits for Merchandise

Dates: 2009-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological/Alphabetical

This record series consists of copies of forms, credit memos and other documentation to support the return of canceled, overstocked, incorrect, and/or damaged merchandise from wholesalers. The original records are maintained in the University's Business Office.

Recommendation: Retain for three (3) fiscal years after the date of generation, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 07/20/16

180.02 Consignment Sheets

Dates: 2009-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological/Alphabetical

This record series consists of copies of forms, transfer vouchers and other documentation to support internal billing of merchandise sales, provided by faculty and/or University departments, to students for academic purposes such as syllabi, class packets, books, etc. Unsold merchandise is returned to the provider. The original records are maintained in the University's Business Office.

Recommendation: Retain in office for three (3) fiscal years after the date of generation, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 07/20/16

Application 07-12

180.03 University Bookstore Sales Records

Dates: 2012-  
Volume: 1 Cubic Feet / 300 MB  
Annual Accumulation: Negligible / Negligible  
Arrangement: Chronological

This record series consists of duplicate fiscal documentation retained on merchandise sales. The files include merchandise sales reports, daily register reports, Retailers Occupation Tax reports, and purchase requisitions. This information is accumulated and stored in the Point of Sales software System excluding purchase requisitions which needs a fiscal officer's signature authorization. Original records are retained by the University's Business Office.

Recommendation: Retain for three (3) fiscal years after the date of generation, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 07/20/16