

2. Agency Code <b>715</b>		STATE OF TEXAS Records Retention Schedule					<b>SLR 105</b> <i>Form SLR 105C must accompany this form.</i>	
		3. Agency Name <b>Prairie View A&amp;M University (A Part of The Texas A&amp;M University System)</b>					Page	50 of 92
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. PVAMU Official Record Custodian
			Agency	Storage	Total	9. Remarks		

		<b><u>FISCAL RECORDS</u></b> <b>Section 4.2 – Documents of Original Entry</b>					
<b>4.2.001</b>	04.200.10	Cash Deposit Vouchers (including deposit slips)	FE+3		FE+3		Assistant VP for Financial Services
<b>4.2.002</b>	04.201.10	Cash Receipts – Includes receipts for fees (permits, licenses, renewals, etc.).	FE+3		FE+3		Assistant VP for Financial Services
<b>4.2.003</b>	04.202.10	Daily Cash Receipts Log	FE+3		FE+3		Assistant VP for Financial Services
<b>4.2.004</b>	04.203.10	Encumbrance Vouchers – Orders, statements, change orders, etc.	FE+3		FE+3		Assistant VP for Financial Services
<b>4.2.005</b>	04.204.10	Purchase Vouchers – Requisitions, orders, receiving reports, invoices, or statements, change orders, best value determination etc.	FE+3		FE+3		Assistant VP for Financial Services
<b>4.2.006</b>	04.205.10	General Journal Vouchers	FE+3		FE+3		Assistant VP for Financial Accounting, Reporting & Procurement
<b>4.2.007</b>	04.206.10	Expenditure Vouchers (includes travel expense reports, payroll, etc.	FE+3		FE+3	Includes Credits	Assistant VP for Financial Services

Retention Code AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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