

2. Agency Code 715		STATE OF TEXAS Records Retention Schedule					SLR 105 <i>Form SLR 105C must accompany this form.</i>	
		3. Agency Name Prairie View A&M University (A Part of The Texas A&M University System)					Page	66 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		

		<u>SUPPORT SERVICES RECORDS</u> Section 5.3 - Purchasing					
5.3.002	05.300.10	Freight Bills Paid	FE+3		FE+3		Manager of Accounts Payable
5.3.003	05.301.10	Freight Claims	AC+2		AC+2	AC=Resolution of claim	Manager of Accounts Payable
5.3.004	05.302.10	Orders – Acknowledgments	AV		AV		Manager of Procurement & Contracts
5.3.005	05.303.10	Packing Slips	AV		AV		Applicable Department Head
5.3.007	05.304.10	Purchase Orders – Includes bid requisitions/authorizations, invitations to bid or propose, bid specifications, accepted and rejected bids, and bid tabulations/evaluations.	FE+3		FE+3	CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item number 5.1.001 and 5.2.028. Only rejected bids maintained by agency.	Manager of Procurement & Contracts

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Value	CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months	PM – Permanent US – Until Superseded	Archival Codes A – Retain in Archives R – Review by Archivist
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5.3.008	05.305.10	Purchasing Logs – log, register, etc., providing a record of purchase orders issued, orders received, and similar data on procurement status.	FE+3		FE+3			TAMUS-FAMIS
5.3.009	05.306.10	Requests for Information – Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC		AC		AC=Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable	Vice President for Business Affairs

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