

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PCARD-03
SUBJECT:	P-Card Document Retention
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	
DATE OF LAST REVISION:	7/22/2019
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	To provide Indiana University employees document retention guidelines
PROCEDURES	<p>Receipts Chrome River is the source tool for document retention for P-Card receipts. All P-Card expenses must have an itemized receipt associated with them. Departments should retain the original receipt until it has been uploaded to Chrome River and legibility of that receipt has been validated by the transaction approver as clear and complete.</p> <p>Statements There is no requirement for statement retention. Statements may be retained by the department for use as a reference tool in matching expenses in Chrome River.</p> <p>Support Documentation Chrome River is the source tool for support documentation required to rectify non-compliant P-Card expenses. Departments should retain support documentation until it has been uploaded to Chrome River and has been validated by the transaction approver as clear and complete.</p>