



## Records Management Best Practices Procurement Records

The following best practices were developed in consultation with the **University's Procurement Office (Procurement)**. Procurement is the official record custodian for the list of records below related to purchases (other than purchases made by the University Hospital and Long Island State Veterans Home purchasing departments) and all payments made with State appropriated or Research Foundation (RF) funds and said records should reside within Procurement. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve **a legal, operational, or historic value**. Records subject to these standards include:

- Purchase requisitions and justifications
- Vendor solicitations
- Requests for proposal
- Price quotations
- Leases
- Bonds
- Bid proposals
- Specifications
- Procurement and procurement contact records
- Purchase orders
- Receipts and other payment history records
- Invoice requests
- Merchandise receipts
- Vendor invoices
- Agency vouchers
- Procurement record checklists
- Records of employees' requests for reimbursement or payment of expenses for State and RF related travel, including encumbrance records, requests for travel advance, travel vouchers, justifications, and various supporting records.
- Records related to the acquisition or sale of real property. Contracts and related records involving the state's rights in or title to real property, the rents or profits therefrom, or a citizen's real property claims by virtue of Letter Patent or a grant from the state
- Contracts

### Notes:

- (1) Departments may retain a copy of a contract to aid in assuring that the terms of the contract are understood and met.
- (2) Departments should retain supporting documentation related to contracts/purchases that would not be in the possession of Procurement (e.g. sign in/log books, service reports, work tickets, time tickets, etc.).

**Note:** The Procurement Office retains their records for the statutorily mandated period. A department may ask for a copy of a supporting document by calling 631-632-6010 or by emailing the department at [procurementoffice@stonybrook.edu](mailto:procurementoffice@stonybrook.edu)