



June 28, 2019

AC201911

MEMORANDUM

TO: All Financial Managers  
FR: Trina Brietske, Daily Processing Program Manager  
RE: Documentation Retention

**PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL**

Effective July 1, 2019, electronic supporting documentation, attached to all financial documents in I/3, is considered the official record for audit retention purposes. Supporting documentation is not required to be retained. To ensure the accuracy of payments, corrections and transfers, involved parties may choose to retain the supporting documentation.

The effective date of the policy change is July 1, 2019. On that date, the policy presently located online will be *replaced* with the updated version. Because documents are audited according to the rules that were in effect *at the time the expense occurred*, you must retain your own copy of the current policy. You will use this when processing documents with dates occurring before July 1, 2019.

These current policies are located in the DAS State Accounting Policy and Procedure Manual.

The updated policies are **temporarily** located in [Section 001-Updated Documents](#) for your review. These policies will replace the appropriate procedure in the manual on July 1, 2019.

PROCEDURE	CHANGE
Procedure 204.200 – General Provisions Original Invoice	Added supporting documentation requirements. Effective 7/1/19
Procedure 280.200 - Accounting Transactions - Travel payment (TP) - Electronic Submission of Receipts	3. Removed the retention period for one budget fiscal year after the close of the BFY for which the expenses were reimbursed. Effective 7/1/19
Procedure 295.000 - Effective Date of Policy	Updated Effective Date
	Page 6 Retaining documentation for <u>all</u> document types. Effective 7/1/19

If you have questions, please call me at (515) 281-4497.