
1.0 SCOPE:

VENDOR WARRANT AUDIT (ACC-W023)
Sacramento City Unified School District

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Warrant Register
- 6.2 Warrants
- 6.3 Copies of warrants with invoices

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Copies of warrants with attached backup	File cabinet in Accounting Services office; Warehouse	4 years	Discard as desired	No protection required

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/1/06	A	Initial Release
7/14/06	B	Added 9510 criteria and amounts
3/31/08	C	Updated 5.2, 5.4, 5.5, and 7.0

* * * E n d o f w o r k i n s t r u c t i o n * * *