



Requirements for Audit Requests

In order to serve you best, Records Retention will need some basic information on requests. In some cases, the information required may vary because of the type of document requested.

◆ For Records after April 1, 2007				
RECORD TYPE	REQUIRED INFORMATION			
Actual Payment	Payment Number			
Invoice	Supplier's Name	Invoice Number	Invoice Amount	Invoice Amount
Pcard CP Transaction	CP Number	Paid Supplier Name	Invoice Amount	Invoice Date
Purchase Orders	Purchase Order Number	Supplier Name	Buyers Name	
Travel Expense Reports	Traveler's Name	Invoice Number	Invoice Amount	

Records Retention Center
 1200 E. California Blvd. • Mail Code 101-6 • Pasadena, CA • 91125
<http://procurement.caltech.edu/payment/trc.shtml>