



## REQUIREMENT 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 **prior to** April 1, 2007, **not** stored in ImageNow

RECORD TYPE	REQUIRED INFORMATION			
<b>ACH Direct Deposits</b>	Payment Number = Reference Number	Invoice Date	Invoice Amount	Invoice Number
<b>Contracts</b>	Contract Number	Buyer's Name		
<b>EFT Direct Deposits</b>	Payment Number = Reference Number	Invoice Date	Invoice Amount	Invoice Number
<b>Invoice</b>	Invoice Number	Supplier	Invoice Amount	
<b>Pcard CP Transaction</b>	CP Number = Invoice Number	Supplier	Invoice Amount	
<b>Petty Cash Payments</b>	Payment Number = Reference Number	Invoice Date	Invoice Amount	Invoice Number
<b>Proof of Payments</b>	Payment Number	Supplier	Invoice Number	
<b>Purchase Orders</b>	Purchase Order Number	Supplier	Buyer's Name	
<b>Travel Expense Reports</b>	Invoice Number = CT / TR Number	Trip End Date (When no funds due payee)		
<b>Wire Transfer Payments</b>	Payment Number = Reference Number	Supplier	Invoice Amount	

*Starting with FY2009, Payment Services no longer scans copies of checks, electronic fund transfers, direct deposits or wire transfers. Oracle's Payment Overview screen will be provided when proof of payment is requested.*

Records Retention Center  
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<http://procurement.caltech.edu/payment/rrc.shtml>