

Backup documentation requirements for Purchasing Requisitions

Original documents no longer need to be submitted along with your purchasing requisitions. You are encouraged to submit all of your documentation electronically attached to your requisitions including signed receipts, signed invoices, order forms, pictures and any miscellaneous information that will assist us in processing your order. Having the documentation attached in the system rather than as a hard copy sent in the mail will help expedite order processing, and will allow all approvers to view the detailed information relevant to your order.

However, **be aware that original receipts and invoices must be collected by the office staff and retained on-site for 5 years.** These documents may be requested by District auditors at any time during the 5 year period following payment. Requisitions should not be approved until original receipts and/or invoices have been collected by the office staff.

Instructions for attaching documents to a requisition electronically

The District has implemented the Tyler Content Manager (TCM) software for uploading and attaching documents. Instructions for using TCM can be found by following this link:

<https://docs.google.com/a/cvusd.co/document/d/14NjBxrBzZJBcWrCFzhG2uHz7MlvpgBdRjy3ZV1KxMOc/edit?usp=sharing>