

## EXECUTIVE SUMMARY

Buncombe County's Information Technology Department has developed a program that allows for scanning Purchase Card receipts and invoices with the capability to set a retention schedule on the documents. Implementing this new program changes the business process associated with Purchase Cards. The new process has been outlined in the section titled Retention of Receipts/Invoices.

Due to changes in technology since the adoption of this policy, the section titled Internet and Telephone Purchases, is out-of-date and is no longer a valid security concern. Recommendation is to remove this section all together.