



Section

**VENDOR**

Subject

**FILES****SUMMARY**

A file will be kept for each vendor, to assist local agencies in organizing all vendor documents. When the same information, memo, or training session is shared with all vendors, a collective vendor file may be used. The State WIC office will review these files during monitoring visits. The 3 year retention rule applies to all vendor documents.

**PROCEDURE**

Each vendor file should contain:

- The original copy of the contract – the current contract should be kept on file and any other contract within the 3 year retention period
- Copy of training checklists
- Rejected checks
- Monitoring reports – routine or compliance buys
- Quarterly price lists
- Application forms
- Approval forms
- Miscellaneous information about the vendor