

Personal Information Bank Form

Date: July 20, 2016

Title (Name) of PIB: Finance Records and Activities	File Number:
Location – Primary Office: Faculty of Business – Edmonton North	
Location – Other Offices: Originals in AU Finance and Administration	
Information Maintained (description): Contractors and Suppliers – name, address and telephone number Banner System – Accounts payable and receivable (names, address and invoice total, payment information) Expense Claims Budgets Forecasts Staff phone/key list	
Individuals: Staff, vendors, suppliers, contractors, students	
Legal Authority: Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
Purpose: Tracking contracts Tracking invoices paid and unpaid Invoices/billing details/cash receipts Tracking of keys and office occupancy at Edmonton North	
Remarks:	