



## **Personal Information Bank (PIB) Details**

**Title:** Accounts Payable

**Location of Files:** Finance, Health Care Materials Management (HMMS) and various department files within organization

**Description:** Records relating to processing payments made by the hospital to suppliers of goods and services. Source documents initiating payments include vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers.

**Legal Authority for PIB:** Public Hospitals Act R.S.O 1990, c. P.40.

**Types of Personal Information:** Supplier name and address, receipts, invoices, payment certificates, financial transactions.

**Uses:** Maintain record of payments, budgeting

**Users:** Audit; Finance, HMMS and department leaders.

**Individuals in Bank:** Individuals providing goods or services to the hospital.

**Retention Period:** Seven Years