

## Vendor Files

- I. Vendor documentation to be retained by the local vendor coordinator includes:
  - a. The vendor log in VISION will be utilized to document all contacts with the vendor;
  - b. A copy of the current Vendor Agreement will be uploaded in VISION by the State Office;
  - c. A copy of any written complaints concerning the vendor will be retained and also uploaded in VISION in the scanned documents in the vendor file;
  - d. A copy of monitoring instruments will be scanned into SharePoint under Vendor Management;
  - e. Copies of documentation from vendor training will be scanned and uploaded into SharePoint under Vendor Management; and
  - f. Copies of specific correspondence sent to the vendor.
- II. Paper documentation older than four years may be removed from the files and destroyed.