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BUDGET BULLETIN	NUMBER 233	November 6, 1992
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Cost Controls - Express Mail Services


Attached is a copy of OSC Procurement and Disbursement Guidelines Bulletin number G-123, dated September 2, 1992. This bulletin describes various cost savings measures which should be implemented within the Unified Court System relative to the use of "express" or "priority" mail services. These measures include the following:

1. Competitive Pricing - Courts and agencies should seek out the best price for express mail services. Bulletin G-123 points out that savings of as much as 40% can be achieved by negotiating prices with respective vendors and/or consolidating express mail services with a single vendor.
2. Determination of Priority - Experts in the field estimate that up to 30% of express mail costs are attributable to abuse, including the incorrect determination of priority when it comes to using express mail services. The use of express mail must be limited to those instances in which a supervisory determination has been made as to the necessity of overnight (including morning or later afternoon) delivery. The use of such services should be authorized in advance by the appropriate administrative authority (i.e., Chief Clerk, Unit Head, etc.).

3. Training of Mail Room Personnel - Employees responsible for mail operations should be familiar with techniques for minimizing postage costs, including costs for express mail services. Familiarity with weight thresholds, vendor schedules and the benefits of combining orders, can do much to reduce overall mail expenses. Knowledgeable mail room personnel should also be encouraged to look out for abuses of express mail services.
4. Fax Transmissions - All too often, materials that have been transmitted via fax are also mailed to the recipient, even though doing both may be unnecessary. Significant cost savings may be achieved by eliminating such duplication.
5. Fiscal Controls - Fiscal/administrative staff responsible for the processing of vouchers for postage expenses should thoroughly review invoices to ensure that proper credits are taken for late deliveries or other vendor omissions. For internal control purposes, fiscal personnel are also reminded that all expenditures for express or priority mail services are charged to expenditure object 55610.

Please ensure that copies of this bulletin are issued to all personnel within your respective jurisdictions who are responsible for the monitoring of internal controls relating to, or the processing of postage expenses.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL


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