



STATE OF NEW YORK
UNIFIED COURT SYSTEM
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BUDGET BULLETIN	NUMBER 317	March 17, 1999
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: State Funded Mobile Telephone / Pager Expenses

This supersedes the provisions of Budget Bulletin 194, dated August 31, 1988 relating to the expenditure of UCS resources for mobile / cellular telecommunications equipment.

The following prescribes the policies governing the expenditure of UCS resources for the lease, purchase and usage of mobile telecommunications equipment, including but not limited to, cellular and digital mobile phones and pagers:

- The purchase or lease (regardless of the source of funding) of mobile telecommunications equipment shall require the written authorization of the appropriate administrative authority (i.e. Clerk of the Court of Appeals, Appellate Division Clerk, District Administrative Judge or, for OCA employees, the appropriate Assistant Deputy Chief Administrator or Office Director).
- Administrative approvals for the issuance of mobile telecommunications equipment should be limited to those individuals whose duties require that they be accessible to their supervisors and/or other UCS court managers while in travel status or during non-business hours where normal means of communication (non-mobile) are not readily accessible.
- OGS group contract awards should be consulted when considering the acquisition of mobile telecommunications equipment/service.
- Mobile telecommunication equipment is subject to UCS equipment inventory procedures as set forth in Part VII of the Financial Planning & Control Manual (i.e. it is necessary to maintain

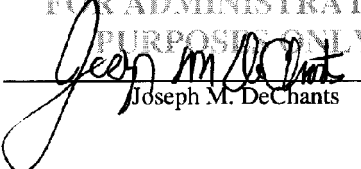
appropriate inventory records of the leased or purchased equipment which has been authorized, as well as the specific individuals to whom such equipment has been issued.)

- In June of each calendar year, all courts and agencies shall prepare a listing of the State-funded mobile telecommunications equipment currently in use. Listings should include the following data elements: equipment type (e.g. hand held, car phone, pager, etc.); equipment manufacturer and model number; cellular/digital service provider; phone and account numbers; the judge, justice or nonjudicial employee to whom assigned; and, for State car-installed phones, the license plate number/ model of car in which installed. Courts and agencies should submit these listings to the appropriate administrative office (i.e. Clerk of the Court of Appeals, Appellate Division Clerk, District Administrative Judge or, for OCA employees, the appropriate Assistant Deputy Chief Administrator or Office Director). By June 30 of each year, commencing in calendar year 1999, district/administrative offices shall forward a complete listing for all of the courts and agencies from within their respective jurisdictions as follows:

UCS Division of Technology
Telecommunications Unit
25 Beaver Street, Room 940
New York, N.Y. 10004

- As with the use of all UCS telephone equipment, the use of State-issued mobile telecommunications equipment is to be limited to business purposes. Employees to whom mobile telecommunications equipment has been issued shall be required to reimburse the State for the personal use of such equipment.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, State-funded telecommunications expenditures.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY

Joseph M. DeChants