



STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
OFFICE OF MANAGEMENT SUPPORT  
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BUDGET BULLETIN	NUMBER 345	March 20, 2003
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Reiteration of UCS Disbursement Policies

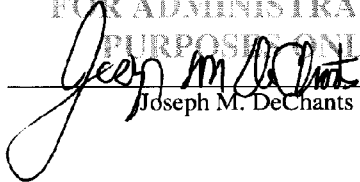
The purpose of this bulletin is to reconfirm existing Unified Court System policy concerning the disbursement of funds by judicial or nonjudicial personnel while acting in an official capacity on behalf of the Judiciary. All such disbursements are subject to the following, regardless of the source of funding (i.e., whether or not the funding therefor derives from an appropriation in the Judiciary Budget, or from appropriations to other agencies of government):

- All disbursements are subject to the applicable provisions of law, rule and regulation, including but not limited to, the State Finance Law, the regulations of the State Comptroller's Office, the Public Officers Law, the UCS Financial Planning & Control Manual and UCS Contract and Procurement Procedures.
- All purchases must be made in accordance with written operational procedures which specify the individual authorized to initiate purchases, the flow of purchasing documents and individuals authorized to approve payment.
- All purchases shall be made in accordance with applicable procurement laws and the provisions of the UCS Contract and Procurement Procedures manual.
- UCS district/administrative offices are responsible for reviewing all purchase requisitions for appropriateness, availability of funding, necessary administrative approvals, consistency with established Budget Management Plans, technical accuracy and completeness. All local (i.e. district office) rules and regulations concerning prior approval, authorization, procurement amount,

thresholds, etc. are fully and similarly applicable to disbursements made from any State or Federal government sources, from grants and from any other funding source.

- Where applicable, all disbursements must be consistent with authorized appropriations, allocations and Budget Management Plans, and disbursements of State, Federal or other grant funding shall also be consistent with approved grant provisions and related grant budgets.

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, UCS procurement and disbursement transactions.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY  
  
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Joseph M. DeChants