

## Clarification on Court Reporter Claim for Payment and Continuation Forms

### ❖ Claim for Payment Form - Field Clarifications:

- *Invoice Number* – This is the Year and Month for which the Court Reporter is submitting. For transcripts received in July, the format should be **2013-July**. This allows fiscal staff to search in SFS by vendor and sort by invoice number in the event they need to review prior submissions for duplicates.
- *Payment Date* – This field does not require any action.
- *Liability Date* – (Accounting Date on AP Voucher in SFS) – The date the latest transcript was received by the court, as indicated on the continuation form.
- *Merch/Inv. Rec'd Date* – The date the Claim for Payment was received by the court.
- *Invoice Date* – The date the Court Reporter signed the Claim for Payment form.
- *Charge Line Budget Reference* – The transcript should be charged to the date the transcript was ordered. For those items ordered prior to 3/31/13, the budget reference would be 2012-13.

### ❖ Individual transcripts in the amount of \$50 or less should be combined on the Claim for Transcript Payment Continuation Form. This combined form should include all transcripts delivered to the court in any given month. Each month should be submitted on a separate form and as timely as possible. We are aware it may be more than 30 days before a monthly submission is received for processing and that the combined total of these small amounts may not be greater than \$50.

### ❖ *Why is there a \$50 cap?* \$50 was determined to be a realistic amount that would not create a hardship for the court reporters awaiting payment of smaller amounts.

### ❖ *If a Court Reporter has only one voucher under \$50 in any given month, should it be processed as a single voucher submission?* Yes, there is no need to use a continuation form in this case.

### ❖ *How will we be able to insure there are no duplicate payments?* Since items are being grouped by the date they are received by the court, any single submission received after the combined voucher for that month would need to be reviewed against the combined voucher. Once it has been verified that any single submission was not included previously, the single voucher may be processed.

### ❖ *What if back-up documentation is too large for the continuation vouchers?* Similar to regular AP Vouchers, if all documentation is too large to be included with the AP document in SFS, it should be scanned to the repository and the originals filed.