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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 203	January 10, 1994
SUBJECT: Voucher Preparation Procedures - Discretionary / Non-discretionary Payments	

Attached is a copy of OSC Accounting Bulletin A-307, dated March 12, 1993. This bulletin describes new voucher preparation procedures designed to capture data relative to “discretionary” payments (i.e., payments for which the court of agency has exercised some degree of discretion in the vendor selection process), and the portion of total “discretionary” state business received by minority / women-owned businesses (MWBE’s). Effective immediately, district/administrative offices responsible for the entry of vouchers into the OSC Central Accounting System should begin capturing such data so as to allow for the internal monitoring of UCS procurement activity with MWBE’s.

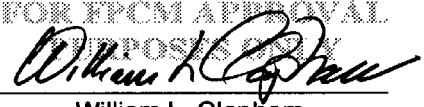
For all vouchers (Standard, Special Charge and Quick Pay vouchers included) which represent “discretionary” payments as defined in bulletin A-307, a “D” should be entered in the ‘Indicator-Statewide’ field. This applies to all discretionary payments, not just those payable to MWBE’s. Vouchers for which no ‘D’ is entered will be assumed to represent “non-discretionary” payments.

Bulletin A-307 describes the criteria for determining whether most common payments should be classified as discretionary or non-discretionary. However, a number of payment types which are unique to the Judiciary are not addressed. These include the following:

<u>Payments For:</u>	<u>Should Be Coded As:</u>
Juror Fees	Non-discretionary
Judicial Hearing Officers	Non-discretionary
SCAR Hearing Officers	Non-discretionary
Per Diem Interpreters	Non-discretionary
Per Diem Court Reporters	Non-discretionary
Assigned Counsel	Non-discretionary
Law Guardians	Non-discretionary
Arbitration Fees	Non-discretionary
Training Instructors	Discretionary
Examiners of Incompetents Accounts	Discretionary

Contractors providing services to the UCS which may qualify as minority or women-owned businesses should be encouraged to register with the State Department of Economic Development. The specifics relative to the registration process can be obtained from the UCS Office of Court Operational Services.

Please contact this office if there are any questions regarding these new requirements.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL

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