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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 222	January 6, 1995
SUBJECT: Batch Types - Printing Purchase Orders and Vouchers	

Attached is a copy of OSC Procurement and Disbursement Guidelines Bulletin G-144, dated December 21, 1994. This bulletin describes new batching procedures designed to facilitate the routing of the appropriate documents to the Printing Audit Section of the State Comptroller's Office. Effective immediately, the following batch types should be used for printing-related financial documents:

VPN All Printing Vouchers Except 'C' Contract Payment Vouchers
VPP All 'C' Contract Printing Payment Vouchers
E20 All Printing Purchase Orders

Please refer to Bulletin G-144 if you are unsure as to what constitutes a printing-related transaction. As previously directed in New Accounting Procedures Bulletin number 218, the above batch types should be used on all purchase orders and vouchers for legal reference materials.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who are responsible for the processing of, or the monitoring of internal controls relating to, purchases of printing matter and/or services.

NYS UNIFIED COURT SYSTEM
FOR FFCM APPROVAL

William L. Clapham