



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
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E. LEO MILONAS
Chief Administrative Judge

JONATHAN LIPPMAN
Deputy Chief Administrator

WILLIAM CLAPHAM
Director of Financial Management
and Audit Services

TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 223	January 26, 1995
SUBJECT: Legal Reference Materials - New Batching Requirements	

Recognizing the unique nature of legal reference purchasing and the vital importance of such materials to the operations of Unified Court System, the State Comptroller's Printing Audit Unit has assumed responsibility for the pre-audit of all legal reference purchase transactions. Effective immediately, vouchers involving the acquisition of legal reference publications or other materials should be separately batched using batch type **VPN**. All such documents should be submitted to the OSC Receiving Unit at the following address, not to the Printing Audit Unit as previously directed:

Office of the State Comptroller
Alfred E. Smith State Office Building
Receiving Unit, 7th Floor
Albany, New York 12236

Legal reference purchase orders requiring OSC's advance approval (those over \$10,000) should be assigned batch type **E20**. All such documents should be submitted to OSC at the following address:

Office of the State Comptroller
Bureau of State Expenditures
Printing Audit Unit, 7th Floor
Alfred E. Smith State Office Building
Albany, New York 12236

If you should encounter any problems or questions relative to the processing of legal reference purchases, inquiries should be directed to Mr. James Hettie of the Comptroller's staff at (518) 474-4012.

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 legal reference materials.

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NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL



William L. Clapham