

STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
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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: 225	February 10, 1995
SUBJECT: Inactive Contracts	

Attached is a copy of OSC Accounting Bulletin A-356, dated January 26, 1995. This bulletin describes new edits which are being added to the Central Accounting System (CAS) to facilitate the improved management and storage of OSC contract files and records.

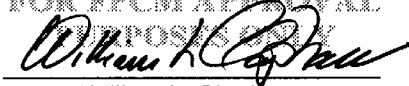
In recent months, the OSC Contract Unit has begun quarterly reviews of the CAS contract files to identify contracts which are inactive. Contracts meeting all of the following criteria have or will be marked as inactive by OSC:

1. The contract ending date has already passed.
2. There has been no contract activity for at least one year.
3. No encumbrance, lien, or retainage amounts remains on the contract file.

Agencies attempting to access a contract previously determined to be inactive will receive a new error message (932 - CONTRACT IS INACTIVE). If it is necessary to reactivate such a contract, it will be necessary to submit detailed written explanation to OSC at the following address:

Office of the State Comptroller
Bureau of State Expenditures
Contract Unit
AESOB, 7th Floor
Albany, New York 12236

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, UCS contractual agreements.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL

William L. Clapham