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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

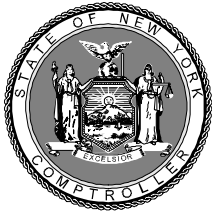
BULLETIN NUMBER: 250	January 24, 1997
SUBJECT: New Distribution Procedures - OSC Procurement and Disbursement Guidelines Bulletins	

As indicated in the attached OSC Procurement and Disbursement Guidelines Bulletin number G-162, dated January 17, 1997, the Office of the State Comptroller has adopted facsimile transmission for the distribution Procurement and Disbursement Guidelines ('G' series) bulletins.

Henceforth, when Procurement and Disbursement Guidelines bulletins are issued, OSC will fax/e-mail a single copy to the Division of Budget & Finance. Bulletins which have applicability to the fiscal operations of the courts and agencies of the Unified Court System will then be promulgated to district/administrative offices via Budget Bulletins and/or New Accounting Procedures Bulletins. With this change, all OSC bulletin publications ('A' series Accounting and 'G' series Procurement and Disbursement Guidelines) are being transmitted via fax/e-mail. Payroll bulletins are faxed directly to UCS payroll agencies.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions whose responsibilities involve budget/fiscal operations.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL
William L. Clapham
William L. Clapham



PROCUREMENT AND DISBURSEMENT GUIDELINES

Subject	Bulletin No.	Date
Fax Distribution of Procurement and Disbursement Guidelines	G-162	01/17/97
<p>This is the first Procurement and Disbursement Guidelines bulletin transmitted using the new facsimile (fax) distribution method. This bulletin, and the next two, will also be mailed to agencies. Please contact the Bureau of State Expenditures if any of the following problems occurs:</p> <ul style="list-style-type: none"># OSC is using an incorrect fax machine number.# You did not receive your fax copy.# The fax copy you received is unclear.# You received multiple fax copies.# The mailed copy differs from the fax copy. <p>We will fax only <u>one</u> copy to each fax machine number. Therefore, please ensure that faxed bulletins are distributed to all appropriate agency personnel.</p> <p>It will be necessary for your fax machine to remain on 24 hours a day, since OSC may fax in the evening hours. Bulletins that exceed 15 pages will <u>not</u> be faxed; one copy will be mailed.</p> <p>Direct questions on this bulletin to the Bureau of State Expenditures at (518) 474-3449.</p>		