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UNIFIED COURT SYSTEM
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Chief Administrative Judge

BARRY A. COZIER
Deputy Chief Administrative Judge

WILLIAM CLAPHAM
Director of Financial Management
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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

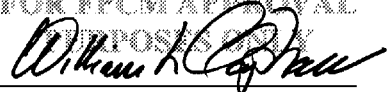
BULLETIN NUMBER: 257	December 8, 1997
SUBJECT: Freight Charges	

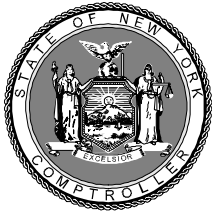
** This bulletin supersedes the provisions of New Accounting Procedures Bulletin number 71, dated January 9, 1986.*

Attached is a copy of OSC Procurement and Disbursement Guidelines Bulletin G-169, dated December 3, 1997. This bulletin establishes new procedures relative to the payment of freight charges.

As prescribed in bulletin G-169, all Purchase Orders must specifically reference applicable freight charges, if delivery terms are anything other than F.O.B. destination. Absent such language, no additional payments will be allowed for freight charges and payment vouchers will be adjusted accordingly. In addition, other than the exceptions listed in bulletin G-169, vouchers including freight charges in excess of \$100 must be accompanied by a copy or facsimile of the original freight invoice.

Please ensure distribution of this bulletin to all personnel responsible for procurement or payment activities, or the monitoring of internal controls relating thereto.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL

William L. Clapham



PROCUREMENT AND DISBURSEMENT GUIDELINES

Subject	Bulletin No.	Date
Freight Charges	G-169	12/3/97
<p>This bulletin replaces Comptroller's Bulletin G-44.</p> <p><u>Purpose</u></p> <p>The purpose of this bulletin is to update and clarify the procedures for paying freight charges.</p> <p><u>Description</u></p> <p>All purchase orders include the statement:</p> <p style="text-align: center;">Unless otherwise indicated, all prices are F.O.B. destination.</p> <p>Therefore, any purchase order which does not indicate different freight terms will not be allowed additional freight charges. Vouchers submitted against these purchase orders will be adjusted accordingly.</p> <p>When the purchase order specifically provides for the payment of freight charges in excess of \$100, the voucher must be supported with a copy or facsimile of the original freight invoice.</p> <p>Separate freight bills will not be required for the following, regardless of amount.</p> <ol style="list-style-type: none">1. UPS2. Parcel Post3. Shipment by vendor's own truck.4. Shipping of surplus State property.5. Shipping charges between two State agencies. <p>Direct questions regarding this bulletin to (518)474-6008.</p>		