



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
AGENCY BLDG. 4 - 19TH FLOOR
4 ESP, SUITE 2001
EMPIRE STATE PLAZA
ALBANY, NEW YORK 12223-1450
(518) 474-4971

ALBERT M. ROSENBLATT
Chief Administrative Judge

MATTHEW T. CROSSON
Deputy Chief Administrator

WILLIAM CLAPHAM
Director of Budget and Finance

BUDGET BULLETIN	NUMBER 194	August 31, 1988
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Special Payment Procedures

The purpose of this bulletin is to prescribe policies and procedures for the processing of expenses associated with the rental, lease or purchase of certain unique or unusual items or services including; mobile/cellular telephones, kitchen appliances, parking spaces/permits, professional membership dues, and briefcases.

Mobile/Cellular Telephones

Except for the Chief Judge of the Court of Appeals; the Chief Administrative Judge; the Deputy Chief Administrative Judges; and the Deputy Chief Administrator, no state funds shall be expended for the purchase or lease of mobile or cellular telephone equipment or the usage charges associated with such devices, except as otherwise authorized by the Chief Administrator or his/her designee. Requests for an exception to this policy must include an explanation of the need for such equipment, as well as evidence that it will be obtained at a competitive price.

Kitchen Appliances

Except as otherwise authorized by the Chief Administrator or his/her designee, state funds shall not be expended for the purchase or lease of appliances such as refrigerators, microwave ovens, coffee dispensers, etc. Exceptions to this rule will only be considered in the following circumstances:

1. Appliance is necessary for the conduct of official business (i.e., refrigerator necessary for blood samples or insulin storage).

2. Workplace location is remote and there are no dining facilities at or within a reasonable distance of the worksite.

Parking Spaces/Permits

Except as otherwise authorized by the Chief Administrator or his/her designee, no state funds shall be expended for the rental of regular parking space for an employee's personal car.

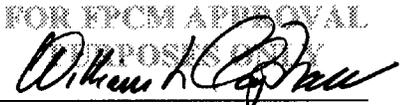
Professional Membership Dues

No state funds shall be expended for the reimbursement of an employee's personal membership in professional organization unless expressly authorized by the Chief Administrator or his/her designee. Requests for an exception to this policy must include:

1. Evidence that membership is in the best interests of the state and is directly related to the activities of the court or agency.
2. Explanation as to why membership cannot be in the name of the court or agency rather than in an individual's name.
3. Proof that all materials or benefits resulting from membership shall be the property of the state and will be made available for use by all employees.

Briefcases

State funds shall not be expended for the purchase of briefcases for the personal use of an employee. However, if an employee's regular duties include the transportation of large amounts of material (between courts, for example), a carrying case or similar item may be purchased by a court/agency for assignment to employees as necessary. The carrying case shall be the property of the court/agency and, in no instance, should personal initials or other lettering referring to an employee be included on the carrying case.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL

William L. Clapham