



NEW YORK STATE
Unified Court System

RONALD P. YOUNKINS, ESQ.
EXECUTIVE DIRECTOR

EUGENE MYERS
CHIEF OF OPERATIONS

OFFICE OF COURT ADMINISTRATION

MAUREEN H. McALARY
DIRECTOR, DIVISION OF FINANCIAL MANAGEMENT

Division of Financial Management

DFM Bulletin

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Court Reporter Claims for Payment - Monthly Submission

In an effort to streamline the transcript payment process, court reporters are directed to submit, on a monthly basis, one Claim for Payment (form AC3253-S) for the reimbursement of multiple transcripts where the individual payment for each transcript is **\$50 or less**. Instructions for Court Reporters and Accounts Payable Processors follow:

Court Reporters:

To complete and submit the AC3253-S for this purpose, enter "See Attached Detail" in the *Description of Materials/Service* section; the *Invoice Number* field should be the month and year of submission and should be entered in the format "YYYY-MONTH" (i.e. 2013-JUNE). As part of this submission, the Court Reporter must attach an itemized listing of the transcripts on the new Claim for Transcript Payment Continuation form, UCS3253-c.

In the event that a transcript is omitted from the monthly submission, it may be submitted independently after the fact in the traditional manner.

AP Processors:

The correctly formatted Invoice Number (YYYY-MONTH) is intended to prevent duplicate payments. Each transcript itemized on the UCS3253-c must request payment for an amount of \$50 or less. If a Court Reporter submits an independent request for payment in the amount of \$50 or less, processors are required to verify that this single submission was not included on a prior monthly submission.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls related to court reporter payments. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM
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PURPOSES ONLY


Maureen H. McAlary