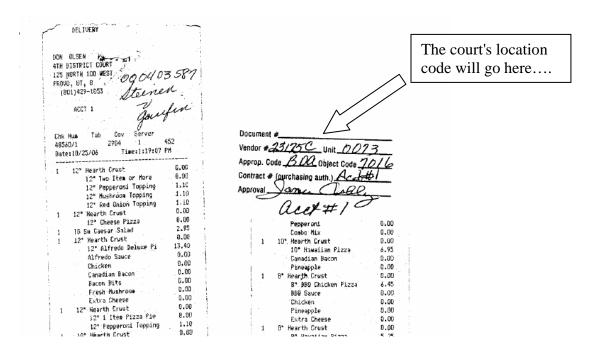
Procedures for submitting expenses to the AOC for Juror Expenses and entering the expenses into FINET

1. Procedures for submitting expenses to the AOC for Juror expenses

When the court purchases lunch, dinner, snacks, postage, etc. as juror/witness expenses, with the exception of 3rd district, the expenditure is sent to the AOC to be entered into FINET.

The Accounting Manual Accounts Payable Section states:

- 20. Necessary documents include
 - c. Supporting documentation where food purchases are to be paid
 - 3. Case number for jury meal.



When the stamp is applied to the payable, enter the:

• Document # Your court's location code (refer to list of codes in this document)

• Vendor # The vendor number

Unit 0073Approp. Code BDA

• Object Code 6136 - postage

7016 - Jury food

• Contract # Place the vendor account number in this space. This is helpful

when vendors have multiple sites throughout the state, such as Smiths or Harmons. The Account # is entered on the first line of the FINET line description which, in turn, is printed on the

vendor's check.

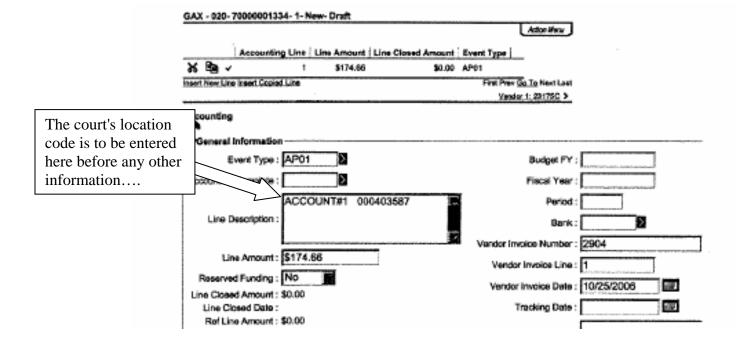
• Approval By the AOC Purchasing Department employee

2. Entering the Juror expenses into FINET

When the payable is received from a court site, the court's location code will be entered into the Line Description box before any other identifying information.

Although the Line Description area allows for four lines of information, only the first line shows up on the check that the vendor receives. So it is important that any identifying information be entered on this first line.

This will give court management, legislative auditors, state auditors, and AOC audit services the ability to run queries on a court's location code.



District Courts

2-Digit Prefix Number

1 st District	Prefix No.
Box Elder	01
Rich	03
Cache	04

2 nd District	Prefix No.
Weber	20
Davis	22
Bountiful	23
Layton	24
Morgan	25

3rd District	Prefix No.
Tooele	33
West Jordan	34
Summit	36
Salt Lake	39

4th District	Prefix No.
Utah County	40
American Fork	41
Orem	42
Salem	43
Spanish Fork	44
Juab	45
Millard	46
Wasatch	47

5th District	Prefix No.
Iron County	50
Washington	51
Beaver	52

6th District	Prefix No.
Sevier	60
Garfield	62
Kane	63
Piute	64
Sanpete	65
Wayne	66

7th District	Prefix No.
Carbon	70
Grand	71
Emery	72
San Juan	73

8th District	Prefix No.
Uintah	80
Roosevelt	82
Duchesne	83
Daggett	84

Juvenile Courts

2-Digit Prefix Number

1 st Juvenile	Prefix No.
Brigham	02
Logan	05

2 nd Juvenile	Prefix No.
Farmington	10
Ogden	11

3rd Juvenile	Prefix No.
Salt Lake	15
West Jordan	16
Tooele	17
Summit	18

4th Juvenile	Prefix No.
Provo	94
Orem	95
Fillmore	96
Nephi	97
Heber	98

5th Juvenile	Prefix No.
Cedar	53
St. George	54
Beaver	55

6th Juvenile	Prefix No.
Richfield	61
Manti	67
Kanab	68

7th Juvenile	Prefix No.
Castle Dale	75
Monticello	76
Price	77
Moab	74

8th Juvenile	Prefix No.
Vernal	81
Duchesne	85
Roosevelt	86