

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.

DELIVERY

DON OLSEN
4TH DISTRICT COURT
125 NORTH 100 WEST
PROVO, UT, 84601-429-1033

ACCT 1

Chk Num 48560/1
Date: 10/25/06

Tab 2704
Cov 1
Server 452
Time: 1:19:07 PM

090403587
Steiner
Goufien

Qty	Description	Price
1	12" Hearth Crust	6.00
	12" Two Item or More	8.00
	12" Pepperoni Topping	1.10
	12" Mushroom Topping	1.10
	12" Red Onion Topping	1.10
1	12" Hearth Crust	6.00
	12" Cheese Pizza	6.00
1	16 Sm Caesar Salad	2.95
1	12" Hearth Crust	6.00
	12" Alfredo Deluxe Pi	13.40
	Alfredo Sauce	0.00
	Chicken	0.00
	Canadian Bacon	0.00
	Bacon Bits	0.00
	Fresh Mushroom	0.00
	Extra Cheese	0.00
1	12" Hearth Crust	6.00
	12" 1 Item Pizza Pie	8.00
	12" Pepperoni Topping	1.10
	10" Hearth Crust	6.00

Document # _____
Vendor # 23125C Unit 0073
Approp. Code BDA Object Code 7016
Contract # (purchasing auth.) Acct #1
Approval James Hall
Acct #1

The court's location
code will go here....

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 0073
- Approp. 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.

GAX - 920-70000001334- 1- New- Draft Actions

Accounting Line	Line Amount	Line Closed Amount	Event Type
1	\$174.88	\$0.00	AP01

Insert New Line Insert Closed Line First Prev Go To Next Last
Vendor 1: 291750

Accounting

General Information

Event Type:

Budget FY:

Fiscal Year:

Period:

Bank:

Vendor Invoice Number:

Vendor Invoice Line:

Vendor Invoice Date:

Tracking Date:

Line Description:

Line Amount:

Reserved Funding:

Line Closed Amount: \$0.00

Line Closed Date:

Ref Line Amount: \$0.00

The court's location code is to be entered here before any other information....

District Courts

2-Digit Prefix Number

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

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

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

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

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

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

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

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

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

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

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

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

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

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