Category: Financial Responsible Office: University Controller	**Other Requirement Title:** Office of the State Comptroller (OSC) Procurement and Disbursement Bulletins Document Number: 7076 Effective Date: February 20, 2003 This procedure item applies to: Community Colleges State-Operated Campuses

Table of Contents

Summary
Requirement
Related Procedures
Forms
Definitions
Other Related Information
Appendicies

Summary

The office of the state comptroller (OSC) issues procurement and disbursement bulletins (G-bulletins) on an as-needed basis. G-bulletins are issued by the bureau of contracts and state expenditures unit of OSC and explain new or modified procedures that are the result of legislation, policy, rule, or regulation changes. The G-series bulletins also provide state agencies with the bureau of contracts and state expenditures' philosophies and methods concerning the procurement and disbursement process.

Requirement

Using the guidelines established in OSC Accounting Bulletin A-523, State University of New York (University) system administration receives G-bulletins from OSC and distributes them to the campuses by e-mail. G-bulletins are automatically forwarded to the University purchasing officers and University accounts payable officers discussion lists and are identified as "OSCG Bulletin" in the subject matter line. The e-mail will contain the bulletin number, subject, and date as well as a link to view the G-bulletin on the OSC website. E-mailing the G-bulletins to the discussion lists allows the University to disseminate the information quickly to those who need it.

In addition, campuses should check the OSC website routinely to ensure that they have received all bulletins that have been issued.

Campus personnel should visit the OSC homepage on a regular basis for any other OSC news for state agencies.

To view any of the available e-mail discussion lists maintained by the office of the University controller or to subscribe/unsubscribe to a discussion list, refer to the University electronic mail discussion list serves procedure.

Definitions

There are no special definitions relevant to this requirement.

Related Procedures

Electronic Mail Discussion List Servs

Forms

There are no forms relevant to this requirement.

Other Related Information

New York State Office of the State Comptroller, G-Bulletins

New York State Office of the State Comptroller, Accounting Bulletin A-523

Appendicies

There are no appendicies relevant to this requirement.