



Category:
Financial

Responsible Office:
[University Controller](#)

Procedure Title:
OSC Accounting Bulletins

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This procedure item applies to:
Community Colleges
State-Operated Campuses

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Summary

The office of the state comptroller (OSC) issues accounting bulletins (A-bulletins) on an as-needed basis. The purpose of A-bulletins is to inform state agencies of OSC accounting system changes or important ad hoc information not already included in the [New York State Accounting System User Procedures Manual](#).

Process

In order for OSC to distribute A-bulletins to agencies as quickly as possible, each agency must establish with OSC an e-mail address containing automatic forwarding rules. This process is described in bulletin [A-523, E-Mail Distribution of Bulletins](#). The office of the University controller is responsible for receiving and distributing A-bulletins for the University. A-bulletins are distributed to the following University-wide e-mail discussion lists:

University purchasing officers;
University accounts payable officers;
University budget officers; and
University accounting officers.

The e-mail containing the A-bulletin is identified as OSC A-Bulletin #_____ in the subject matter line. The e-mail will contain the bulletin number, bulletin subject, bulletin date, and a link to the A-bulletin. As OSC A-bulletins are incorporated into the [New York State Accounting System User Procedures Manual](#), they are removed from the A-bulletin portion of the [OSC website](#). Therefore, if a campus desires to retain an A-bulletin, it is their responsibility to print and maintain the A-bulletin.

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.

Forms

There are no forms relevant to this procedure.

Related Procedures

Electronic Mail Discussion List Serves

Other Related Information

[New York State Office of the State Comptroller.](#)

[New York State Office of the State Comptroller, Accounting System User Procedures Manual.](#)

[New York State Office of the State Comptroller, A-Bulletins.](#)

Authority

[New York State Office of the State Comptroller, Accounting Bulletin A-523, E-mail Distribution of Bulletins.](#)

Office of the University Controller Accounting Requirements.

History

New York State Office of the State Comptroller, Accounting Bulletin A-394, September 25, 1996, fax distribution of bulletins.

Appendices

There are no appendices relevant to this procedure.