



Category:  
Financial

Responsible Office:  
[University Controller](#)

**Procedure Title:**  
OSC Accounting Bulletins

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7077

Effective Date:  
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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](#).

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## 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.

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## Forms

There are no forms relevant to this procedure.

## **Related Procedures**

Electronic Mail Discussion List Serves

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## **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.](#)

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## **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.

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## **History**

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

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## **Appendices**

There are no appendices relevant to this procedure.

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