

UNIFIED JUDICIAL SYSTEM

Policy 218

September 29, 2004

AUTHORIZATION TO EXPEND FUNDS

Unless otherwise provided by statute, rule or another policy, authorization to expend judicial funds is vested as follows:

Judicial Branch

The state court administrator is authorized to expend judicial branch funds. In the absence of the state court administrator, that authority is delegated to the director of finance. Written approval from the trial court administrator or a designee is required prior to expending district court funds. Written approval from staff counsel or assistant staff counsel is required prior to expending Judicial Conduct Commission and Disciplinary Board funds.

The following are required for judicial branch components.

Supreme Court

Prior approval of the state court administrator is required for the following:

- Commitment of funds in excess of \$1,000
- Purchase of all equipment and software items costing over \$750 each

Units

In each administrative unit, the trial court administrator is authorized to recommend expenditure of funds to the state court administrator. In addition, prior approval of the trial court administrator is required for the following:

- Commitment of funds in excess of \$1,000
- Purchase of all equipment and software items costing over \$750 each
- Enrollment in a college-level course
- Enrollment in an out-of-state educational program or conference
- Enrollment in a course as part of a professional development program

The purchase of all other goods and services under \$1,000 shall be authorized and coordinated by individuals as authorized by the trial court administrator.

Each administrative unit may require additional approvals as deemed necessary by the trial court administrator.

Judicial Conduct Commission and Disciplinary Board

Staff counsel is authorized to recommend expenditure of funds to the state court administrator. Staff counsel may delegate that authority to the assistant staff counsel.

Written authorizing signatures will not be required from the district courts or the Judicial Conduct Commission and Disciplinary Board for items billed to them by other state departments for telephones, state vehicles, postage, supplies, or photo identification cards.