

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 35  
(Amended July 15, 1999)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	All Magistrates
All Judges	Senior Staff
Area Court Administrators	Court Analyst
Clerk of the Appellate Courts	General Services Manager
Rural Court Training Assistants	Judicial Services
All Full-Time Clerks of Court	APD Warrants
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: Procurement Guidelines

On July 1, 1985, procurement guidelines for the Alaska Court System were promulgated by order of the administrative director. Although the guidelines were widely distributed, many court system employees are unaware of the contents of the guidelines.

Under the mandatory provisions of these procurement guidelines, the Purchasing Office in Anchorage has the responsibility for controlling transactions involving the expenditure of court funds. Such transactions include:

1. Purchases;
2. Leases and rental agreements;
3. Maintenance agreements;
4. Printing and typesetting; and
5. Acquisition of professional services.

The responsibilities of the Purchasing Office also include the surplus, destruction, transfer, and loans (to and from) of all property. Please do not enter into any of the transactions above without the express authority of the Purchasing Office. Any unauthorized transactions may be disallowed and payment for same may be withheld by the court system.

Under the procurement guidelines, limited procurement authority may be delegated to local court personnel. (See Procurement Guidelines, I(D)(2), page 3.) Area court administrators should contact the Purchasing Office if such delegations are desired.

If you have any questions, contact the Purchasing Agent at 264-8226.

Dated: \_\_\_\_\_

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Stephanie J. Cole  
Administrative Director

If effect since September 20, 1985; amended April 6, 1987