

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 47

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

Area Court Administrators	Presiding Judges
Clerk of the Appellate Courts	Senior Staff
Third District Rural Training Assistant	Administrative Associate
Full-Time Clerks of Court	Rural Court Analyst
Magistrates at locations with no full-time clerk	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: USE OF PERSONAL EQUIPMENT AT THE WORKPLACE

It is the policy of the Alaska Court System to provide all equipment and supplies necessary for employees to perform their duties. The use of personally-owned equipment at the workplace is discouraged.

Personal equipment used in the workplace is not insured against loss or damage by the State of Alaska. Employees use personal equipment at their own risk.

Supplies for personal equipment, such as typewriter and printer ribbons, paper, and diskettes, etc., will not be purchased by the court system. Supplies must not be requisitioned through Central Court Supply or Purchasing, nor purchased with petty cash funds. Court-purchased supplies must not be used for personal equipment.

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

Effective Date : \_\_\_\_\_

Arthur H. Snowden, II  
Administrative Director