

 Corrections and Community Supervision DIRECTIVE	TITLE Reimbursement of Salary Expense for Transfer of Prisoners		NO. 2727
			DATE 2/3/2016
SUPERSEDES DIR #2727 Dtd. 9/21/2012	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

I. **DESCRIPTION:** This procedure applies only to Central Office. Fifty percent of the salary expense incurred by County Sheriff's personnel, in the transfer of prisoners to State correctional facilities, may be recovered through the use of the standard voucher. The total of expenses other than for salary must be stated and is used in the calculation and subsequently subtracted out.

II. **PROCEDURE**

A. Pre-audit Function

The Voucher Unit Supervisor shall:

1. Receive OSC Form AC-92 "Standard Voucher," which can be found at <http://www.osc.state.ny.us/agencies/index.htm>, from County Sheriff's offices.
2. Pre-audit as follows:
 - a. "Dept. of Corrections and Community Supervision" must be in space #1.
 - b. Vendor ID number must be in space #3.
 - c. The name of the County Treasurer and full address must be in space #4.
 - d. "Description of Material/Services" must contain the following in space #6:
 - (1) Dates and times of departure and arrival;
 - (2) Name of county employees performing the transfer;
 - (3) Hours times (x) hourly salary rate for each employee;
 - (4) Total salaries;
 - (5) Plus Travel Expense (from Travel Voucher);
 - (6) Sub-Total;
 - (7) Minus 50%;
 - (8) Sub-Total;
 - (9) Minus Travel Expense; and
 - (10) Reimbursement for Salary Allowance.
 - e. "Total" and "Net" must contain date, title, and signature of county official.
 - f. "Payee Certification" block must contain date, title, and signature of county official.

B. Processing After Pre-audit

1. Two or more vouchers from the same county should be combined on OSC Form AC 3253-S, "Special Charge Voucher," which can be found at <http://www.osc.state.ny.us/agencies/index.htm>, to enable OSC to draw one check instead of several to be issued to the particular Sheriff's Office.
2. Code the AC 3253-S, or the individual AC-92 form in the "Expenditures Codes" block.
3. Process in accordance with Office of State Comptroller rules and regulations.