

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	240.350	1 of 1	July 1, 2003 Revised 5/1/11
Subject	MISCELLANEOUS SHORTHAND COURT REPORTERS		

In certain instances, state employees provide shorthand court reporter services to the State, which are outside of their normal job duties. In these instances, the shorthand court reporter should submit an invoice to the department provided the services. The department must use the Vendor Customer Number on I/3 and submit the claim on a Travel Payment (TP). The travel payment should be coded to Object Code 2453 - COURT REPORTERS or Object Code 2462 - LEGAL FEES.

Employees receiving reimbursement for these services will be issued an IRS Form 1099 at the end of the calendar year.