

PUBLIC DEFENDER MISCELLANEOUS (NON-EXPERT) EXPENSES

IDS Policies:

Case-Related Miscellaneous Expenses Over \$250: Payment to be Made to Vendor:

If a State-employed attorney needs to incur a case-related miscellaneous expense that equals or exceeds \$250 (*e.g.*, photo reproduction or enlargement, photocopying an existing transcript), the attorney must obtain prior approval from the Office of the Capital Defender (in a potentially capital case), the IDS Office (in an appeal), or a Court (in any other type of case).

In a potentially capital case or appeal, the attorney should then send the bill and a copy of the prior authorization to the central IDS Office at the following address:

Elisa Wolper
IDS Office
123 W. Main St., Suite 400
Durham, NC 27701

In any other type of case, the attorney should then send the bill and a copy of the prior Court authorization to IDS Financial Services at the following address:

IDS Financial Services
P.O. Box 2448
Raleigh, NC 27602

The bill must indicate the defendant's name, the county, the case number, and the type of case. If payment is being directed to an individual—*e.g.*, for in-house copying performed by a co-defendant's attorney—the bill must also include that individual's taxpayer identification number. Financial Services will then pay the bill directly.

Case Related Miscellaneous Expenses Under \$250: Payment to be Made to Vendor:

If a State-employed attorney needs to incur a case-related miscellaneous expense that is less than \$250, the attorney does NOT need prior authorization from the Office of the Capital Defender or IDS (in a potentially capital case or appeal) or a Court (in any other type of case). Instead, in a potentially capital case or appeal, the attorney should simply forward the bill to the central IDS Office at the address listed above. In any other type of case, the attorney should forward the bill to IDS Financial Services at the address listed above.

Again, the bill must indicate the defendant's name, the county, the case number, and the type of case. If payment is being directed to an individual, the bill also must include that individual's taxpayer identification number. Financial Services will then pay the bill directly.

Small Petty Cash Purchases: Reimbursement Requested by Employee:

If a staff member in a State defender office needs to advance personal funds and then seek reimbursement (*e.g.*, purchasing ink cartridges or disks or mailing a package), the staff member must complete form "Reimbursement of Authorized Employee Purchases," *available at* www.ncids.org under the "State Defender Offices" and then "State Defender Office Forms" links. The form and all supporting receipts should then be mailed to:

Elisa Wolper
IDS Office
123 W. Main St., Suite 400
Durham, NC 27701

If the item costs more than \$50, the employee must obtain prior approval by emailing Elisa Wolper, IDS Chief Financial Officer, at Elisa.Wolper@nccourts.org. Please note that, in most cases, supplies should be ordered through AOC Purchasing. Employee reimbursement is only appropriate in special circumstances and emergencies.

Public Defender Charge Accounts:

A public defender office may establish a charge account with, *e.g.*, a copying service or a photo developing company that will send a periodic business bill, rather than requiring up front payment. If an office needs to establish such an account, the office should contact the IDS Chief Financial Officer to determine if there are any existing arrangements that would meet the office's needs or to obtain instructions for establishing an account:

Elisa Wolper, IDS Chief Financial Officer
Phone: (919) 354-7200
Email: Elisa.Wolper@nccourts.org,

Policy effective December 2002. Updated April 2007, October 2009, August 2010, April 2011, July 2017.