

The Automation Committee voted last Friday 11/15 to institute a more defined rule for the dates of items eligible for reimbursement.

Effective immediately, the items you submit must be dated within 120 days of submission to the MCAP for reimbursement. Using the following chart, items that you would submit today (NOV) should have invoices dated no earlier than July, and proof of payment dated no earlier than August. If you are not current with this schedule, you have until January 1, 2020 to submit your requests paid during this fiscal year.

This applies to your regular monthly recurring charges, any computer equipment, software, supplies, software maintenance & support, training, and travel.

Month Requested	JAN	FEB	MAR	APR	MAY*	JUN*	JUL	AUG	SEP	OCT	NOV	DEC	
Invoices Dated	DEC NOV OCT SEP	JAN DEC NOV OCT	FEB JAN DEC NOV	MAR FEB JAN DEC	APR MAR FEB JAN	MAY APR MAR FEB	JUN MAY APR MAR	JUL JUN MAY APR	AUG JUL JUN MAY	SEP AUG JUL JUN	OCT SEP AUG JUL	NOV OCT SEP AUG	DEC NOV OCT SEP
Invoices Paid	JAN DEC NOV OCT	FEB JAN DEC NOV	MAR FEB JAN DEC	APR MAR FEB JAN	MAY APR MAR FEB	JUN MAY APR MAR	JUL JUN MAY APR	AUG JUL JUN MAY	SEP AUG JUL JUN	OCT SEP AUG JUL	NOV OCT SEP AUG	DEC NOV OCT SEP	

If you have invoices that you are delaying payment on, submit the invoice based on these guidelines with a brief explanation for the delay and estimated payment date.

*All Courts must submit a final request for each fiscal year during the month of May or June. Use the month you would normally submit a request (May or June) and establish your schedule for the year.

You are welcome to submit requests:

- Monthly
- Bi-Monthly (every other month)
- Quarterly

The reason for this 120 day rule is to ensure that there are sufficient funds in the Municipal Court Automation Fund balance to cover your expenses. Fee revenues are down, and the only way we can guarantee that your expenses will continue to be reimbursed is to know exactly what your expenses are.