

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 15
(Amended September 25, 2013)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff & Court Analysts
All Judges	Central Services Manager
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Training Assistants	
All Clerks of Court	
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: Procurement Guidelines

Effective September 25, 2013, new procurement guidelines which supersede the 1996 procurement guidelines for use by all courts and offices of the Alaska Court System were promulgated. These guidelines must be followed when purchasing, leasing or otherwise obtaining an item or a service.

The official copy of these guidelines will be maintained permanently in the office of the administrative director, and will be updated only through amendments from the administrative director.

All interpretation questions relating to these guidelines and all proposed amendments must be submitted to the deputy director, 820 W. 4th Avenue, Anchorage, AK 99501, telephone number 264-8265.

Dated: September 25, 2013

/S/
Christine E. Johnson
Administrative Director

Originally issued as Bulletin No. 85-7, effective July 1, 1985; reissued as Bulletin No. 15 on April 6, 1987; amended August 18, 1989; amended June 26, 1991; amended October 1992; amended November 1, 1996; amended July 15, 1999; amended July 1, 2006; and amended September 25, 2013.