

AOC-ACCT-36

Rev. 6-22

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Commonwealth of Kentucky

Court of Justice www.kycourts.gov

Supreme Court Order No. 2022-24



**RETIRED CLERK MONTHLY
VOUCHER COVER SHEET**

ACCOUNTING SERVICES USE ONLY:

INSTRUCTIONS: Upon completion of this form, submit to accounting@kycourts.net within 60 days of the first day of the reporting month. Attach the AOC-ACCT-35 *Retired Clerk Monthly Time Voucher* and any AOC-T *Travel Vouchers* that apply to the reporting period.

SECTION 1: RETIRED CLERK INFORMATION

Retired Clerk Name: _____ eMARS Vendor Number: _____

Mailing Address: _____

Email Address: _____ Phone Number: (____) ____ - _____

Authorized Assignment Period: _____ - _____ Maximum Authorized Days: _____

Assignment Order #: _____ Reporting period: _____ Month _____ Year _____ to _____ Month _____ Year _____

SECTION 2: PAYMENT INFORMATION

Pursuant to Supreme Court Administrative Order 2022-24 and the applicable AOC-BUD-20.1 *Retired Clerk Vacancy Request and Assignment Order*, payment is requested as follows:

1. Compensation Calculation:

a. Full Day (More than 4 hours worked)

Compensation rate of \$250 x number of full days served: _____ = \$ _____

b. Half Day (4 or less hours worked)

Compensation rate of \$125 x number of half days served: _____ = \$ _____

Total Compensation Claimed (Line 1a + Line 1b): \$ _____

2. Total Personal Expenses Claimed (Includes meals, travel, lodging, etc.): \$ _____

Attach AOC-T *Travel Vouchers* and personal receipts.

3. GRAND TOTAL CLAIMED (Line 1 + Line 2): \$ _____

NOTE: Retired clerks are independent contractors and not employees of AOC or KCOJ. There will be no tax or FICA withholding. If compensation for the calendar year meets or exceeds the IRS 1099 minimum reportable wages, the retired clerk will receive a 1099 IRS form. The retired clerk is responsible for updating or submitting a form W-9 request for taxpayer identification number and certification.

Retired Clerk Signature

Date

APPROVED FOR PAYMENT BY:

Approving Authority Signature

Date