

**CHAPTER 2**  
**REIMBURSEMENTS AND PURCHASING**

## I. Furniture and Supplies

Official and special roving court reporters shall be allocated office furniture and supplies as determined in administrative policies established by the Administrative Director of Courts. The furniture and supplies allocated shall be adequate to carry out the official duties of these court reporters, including the preparation of transcripts. Official and special roving court reporters are responsible for purchasing their own stenographic equipment.

## II. Use of Copying Machines

Questions by court reporters concerning the use of State paper and copying machines or special local policies concerning these items should be directed to their judges or circuit clerks. See memoranda from the Administrative Office of Courts and the Opinion of the Clerk, No. 29, at the end of this Chapter.

## III. Travel Expense Reimbursements

Uniform procedures for travel within the State of Alabama and outside the State of Alabama have been developed by AOC and may be found under [EForms/Finance Forms](#) on [www.alacourt.gov](http://www.alacourt.gov).

## IV. Claims for Expenses by Special Court Reporters

Circuit judges in the circuits where the special court reporters are contracted shall submit an [Expense Claim for Services Form \(Form FIS-45, Rev. 12/07\)](#) to the Administrative Office of Courts for payment for services.

New special court reporters need to register on the State of Alabama Accounting and Resource System (STAARS), the [vendor self-service portal](#), before their claims can be processed. The vendor self-portal may be accessed at the following website: <https://vendors.alabama.gov>. If special court reporters need assistance with registration, they should contact the STARRS help desk at 334-353-9000.