



STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
OFFICE OF MANAGEMENT SUPPORT  
AGENCY BLDG. 4 - 19TH FLOOR  
4 ESP, SUITE 2001  
EMPIRE STATE PLAZA  
ALBANY, NEW YORK 12223-1450  
(518) 474-4971

**JONATHAN LIPPMAN**  
Chief Administrative Judge

**ANN T. PFAU**  
Deputy Chief Administrative Judge

**JOSEPH M. DECHANTS**  
Assistant Deputy Chief  
Administrator

BUDGET BULLETIN	NUMBER 339	March 22, 2002
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Internal Control Procedures - Credit Card Payments

While they are still utilized relatively infrequently today, the use and acceptance of credit cards in the Unified Court System will certainly be expanded in the years ahead.

Pursuant to the provisions of the Judiciary Law, section 212(2)(j) and Criminal Procedure Law, section 150.34(4), the Chief Administrator is required to provide a system for the posting of pre-arraignment bail via credit card and to make that system available to all state or local government entities which fix such bail. State-funded City and District Courts, as well as many locally-funded Town and Village Courts, already accept credit cards for the payment of bail and for the payment of fines and related Mandatory Surcharges and Crime Victims Assistance Fees levied upon convictions for violations of the New York State Vehicle and Traffic Law.

County Clerks in various jurisdictions of the State are currently piloting the use of credit cards for the payment of civil filing and recording fees.

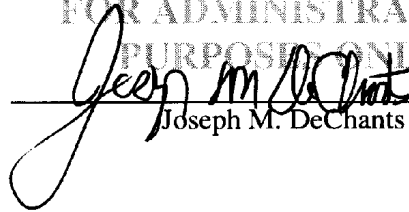
Pursuant to the provisions of Chapter 168 of the Laws of 1998, Article 11 of the State Finance Law was added to permit State agencies to accept credit card payments and to allow the negotiation of statewide contracts for credit card processing, Internet-based payment processing and other new technology-based services designed to make the conduct of government business more efficient for both State agencies and the public.

As with other forms of payment (e.g. cash, checks, money orders), all applicable cash control provisions of the UCS Financial Planning & Control Manual apply when accepting payments via credit card. In addition, the following internal control procedures must be implemented at UCS locations where credit cards are accepted:

1. Credit card validation/approval equipment must be programmed and/or PIN numbers controlled so that only specifically authorized supervisory personnel may process void and credit (refund) transactions.
2. Access to validation/approval equipment programming information, including PIN numbers, passwords and keys should be limited to specifically authorized supervisory personnel.
3. All court documentation (e.g. receipts, batch reports, summary reports, correspondence) which show a customer's name, credit card number and expiration date should be carefully controlled and secured. Only specifically authorized supervisory staff should have access to this information. Credit card validation/approval equipment must be programmed so that printed credit card receipts (customer and court copies) do not display the entire credit card number.
4. Credit card validation/approval equipment summary totals should be reconciled daily with credit card transactions entered into the court's cash register, one-write system or cash receipts journal.
5. Credit card transactions entered into a cash register, one-write system or cash receipts journal should not include the customer's credit card number or expiration date.
6. Monthly summary reports provided by the credit card processing company should be reconciled to the court's monthly bank statement.
7. For credit card payments made in person, one form of photo identification, or two other forms of identification should be required, unless the presenter of the credit card is personally known by the clerk.
8. Credit card payments made by mail or fax must be accompanied by a signed cardholder acknowledgment form. An acceptable sample form is attached. If other than the defendant is making the payment, a photocopy of the cardholder's photo identification should also be required.
9. A review of the credit card and charge slip should be conducted to ensure that both were signed by the same individual.
10. Amounts charged to a credit card may not exceed the amount imposed by the Court, as a means of providing cash to the cardholder.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the collection, transmittal or classification of UCS revenues, or the monitoring of internal controls relating thereto.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY

  
\_\_\_\_\_  
Joseph M. DeChants

**CHENANGO CITY COURT  
1137 FRONTAGE STREET  
BINGHAMTON, NEW YORK 13905-1234**

Thomas J. Jones  
City Court Judge

(607) 723-4192  
Fax 723-4193

March 22, 2002

Jennifer R. James  
1925 Bellvue Avenue  
Syracuse, NY 12303

Case No. 0234521  
Violation Date: 02/28/2002

Statute/Section	Charge	Disposition	Fine	Surcharge
VTL 402 1	License Plat	Fine/Schg	\$25.00	\$35.00
		Total Due:		<b>\$60.00</b>
		Date Due:		<b>04/11/2002</b>

**N O T I C E     O F     F I N E**

The City Court of Chenango has accepted your guilty plea for the charge(s) listed. The fine(s) and Mandatory Surcharge imposed by NY State are listed above. Failure to pay by the due date will result in the suspension of your drivers license, or the continuation of any suspension already in effect.

U.S. Funds only as follows: Cash (in person), money order (payable to Chenango City Court), VISA or Mastercard. Credit or debit card payments must have authorized signature, therefore no telephone credit card transactions can be accepted, except by fax (complete the credit card authorization below and submit this entire form). Be sure to indicate your case number on any paperwork/payments submitted.

\* \* \* \* S U B M I T     T H I S     E N T I R E     F O R M \* \* \* \*

Check as appropriate:

Money Order Enclosed\_\_\_\_\_ Amount: \$\_\_\_\_\_

Credit or Debit Card (Check One): VISA\_\_\_\_\_Mastercard\_\_\_\_\_

Credit or Debit Cardholder:\_\_\_\_\_  
(Print clearly - Exactly as appears on card)

\*Credit or Debit Card Number:\_\_\_\_\_ Expiration Date:\_\_\_\_\_

I hereby accept the fine amount(s) imposed by the Court and authorize payment thereof via the above-noted credit/debit card.

\*\*Cardholder Signature \_\_\_\_\_ Date:\_\_\_\_\_  
(As appears on card)

\* Credit/Debit card transactions rejected by your bank or for failure to submit all required information will result in the filing of a default judgement without prior notice

\*\* If other than the defendant, submit a clear photocopy of photo ID with signature (i.e. drivers license).