

## NEW YORK STATE Unified Court System

HONORABLE LAWRENCE K. MARKS ADMINISTRATIVE DIRECTOR RONALD P. YOUNKINS, ESQ. CHIEF OF OPERATIONS

OFFICE OF COURT ADMINISTRATION

MAUREEN H. MCALARY DIRECTOR, DIVISION OF FINANCIAL MANAGEMENT

## **Division of Financial Management**

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Per-Diem Court Interpreter Payments

This bulletin promulgates a new form which replaces <u>all</u> previous forms, including vouchers, for the reimbursement of per-diem court interpreter services. It also provides procedural direction for entering interpreter invoices into the Statewide Financial System (SFS).

The newly created form is available both as a fillable PDF or as a two-part hard copy as follows:

Fillable PDF: Available on the DFM Forms page: Per Diem Court Interpreter Invoice

Two-Part Detachable Version (which provides a signed copy for the Interpreter): An initial supply of forms will be sent to those courts currently using a two-part form. Subsequent quantities should be requested from the <u>Office of Court Interpreting Services</u> on a quarterly basis.

The signed invoice form and the E-system check-in report are required before entry is made into SFS. Each invoice corresponds to one instance of service by the court interpreter; multiple assignments or payments will no longer be permitted on the same form.

4 ESP, SUITE 2001, EMPIRE STATE PLAZA, ALBANY, NEW YORK 12223

## Information needed for SFS data entry:

"Invoice Number" - The invoice number is unique for each reimbursement request and is created by the fiscal office via data entry of date, type and court assignment. Guidelines are as follows:

Date of Interpreter Assignment: MM/DD/YYYY

**Type of Assignment**: HD (Half Day: am/ pm), FD (Full Day) or NC (Night Court) **Court Name:** This field is limited to 13 characters. Abbreviations should be consistent. Example: Cattaraugus Family Court could be entered as: Cattaraug Fam

Invoice remittance display: 04/24/2012 HD AM Cattaraug Fam

Vendors may access payment information through the SFS vendor support site.

Please ensure distribution of this bulletin to all personnel within your court/agency who may be responsible for the processing of, or the monitoring of internal controls related to, court interpreter payments. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM FOR ADMINISTRATIVE PURPOSES ONLY

Maureen H. Mcalary Maureen H. McAlary

4 ESP, SUITE 2001, EMPIRE STATE PLAZA, ALBANY, NEW YORK 12223