



NEW YORK STATE
Unified Court System

OFFICE OF COURT ADMINISTRATION

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DFM Bulletin	Number 1510	December 18, 2015
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Use of Single Payment Supplier IDs - Clarification

The purpose of this bulletin is to clarify the use of single payment supplier IDs. Under most circumstances, payments are processed in the Statewide Financial System (SFS) to established suppliers. The following supplier IDs are to be used only for the specific purposes listed below:

0100000069 - UCS Bail Accounts – reimbursement of shortages in Bail Accounts. Shortages must be reported in accordance with the Financial Planning and Control Manual, and authorization to replenish must be granted by the Division of Financial Management (DFM).

0100000082 - UCS Interest Pmts to Employees – payments made only by DFM and the Division of Administrative Services, unless otherwise instructed.

0100000056 - UCS Judicial Subpoena Payments – payments made only by DFM and the Division of Administrative Services, unless otherwise instructed.

0100000005 - UCS Jurors - Only – per diem payments to jurors.

0100000046 - UCS Lawyers Fund for Client Protection – payments made only by the Lawyer's Fund for Client Protection.

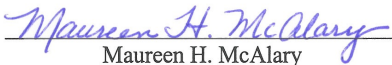
0100000059 - UCS Non Employee Reimbursements – payments for non-employee reimbursements such as travel reimbursements. Under no circumstance should this supplier ID be used for payments of services or other taxable items.

0400000001 – Statewide Emergency Vendor – only if an emergency exists and the vendor cannot be added using the vendor add process prior to payment. We have not determined any situation that would warrant use of this supplier ID at this time.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who are responsible for the processing of, or the monitoring of internal controls relating to the use of single payment suppliers.

If you have any questions about the use of a single payment suppliers, please contact DFM at (518) 453-8600. Thank you for your cooperation

NYS UNIFIED COURT SYSTEM
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PURPOSES ONLY


Maureen H. McAlary