



New York State
Unified Court System

Office of Court Administration • Division of Financial Management

Justin A. Barry, Esq.
Executive Director

Maureen H. McAlary
Director, Division of Financial Management

Division of Financial Management

DFM Bulletin

Number 2407

May 10, 2024

TO: Holders of the Financial Planning and Control Manual

SUBJECT: Verifying Vendor Licenses, Certificates, Registrations, Insurance and Qualifications

**This supersedes DFM Bulletin number 0902, issued March 9, 2009.*

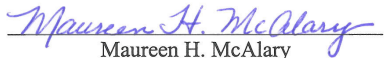
The [OSC Guide to Financial Operations \(GFO\) section XII.10.C](#) advises agencies to verify vendor qualifications prior to making payment when the vendor is:

- Required to be licensed, certified, or registered to practice their profession or occupation within New York State;
- Required to be insured to do business in New York State; and/or
- Required by the contract to have certain education, specialized knowledge, or skills to provide services.

The GFO also describes ways in which to make the necessary verifications and provides links to numerous state licensing agencies to assist in this process.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the procurement of services or the disbursement of funds or the monitoring of internal controls relating thereto.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Maureen H. McAlary