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BARRY A. COZIER
Deputy Chief Administrative Judge

WILLIAM CLAPHAM
Director of Financial Management
and Audit Services

TO: All Holders of the Financial Planning and Control Manual

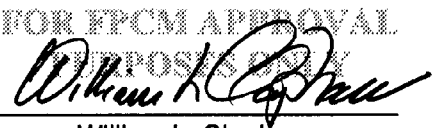
NEW ACCOUNTING PROCEDURES

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|------------------------------|-----------------|
| BULLETIN NUMBER: 247 | January 2, 1997 |
| SUBJECT: Payee List - VOU065 | |

Attached is a copy of OSC Accounting Bulletin number A-399, dated December 12, 1996. This bulletin describes recent changes to the VOU065 Payee List report, an essential internal control tool for all UCS administrative offices. The VOU065 lists all payment and/or refund transactions issued by an agency and indicates the vendor, date paid and check number. This report should be used to verify that all payments were issued as intended.

As indicated in Bulletin A-399, the VOU065 now consists of three separate versions: 1) the VOU065A - 'A' warrants only; 2) the VOU065P - 'P' warrant refunds; and 3) the VOU065 - all other warrant types.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, payments from State funds.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL

William L. Clapham