



NEW YORK STATE
Unified Court System

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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

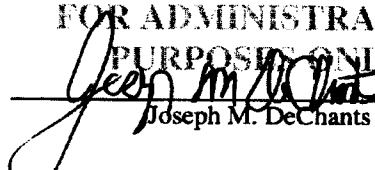
BULLETIN NUMBER: 299	November 24, 2004
SUBJECT: Voucher Preparation for Citibank Procurement and Travel Card Payments	

Attached is a copy of OSC Accounting Bulletin A-543, dated November 22, 2004. This bulletin details special voucher preparation requirements for Citibank procurement and travel card payments. OSC has begun sending electronic payments to Citibank; Citibank now receives a daily payment file from OSC to post payments automatically.

Vouchers must be prepared as instructed to ensure that payments are made electronically rather than by check and that payments are correctly credited.

Payee ID:	460208961
Payee Name 1:	Citibank
Payee Name 2:	16 digit Billing Account Number
Address 1:	PO Box 6575
City:	The Lakes
State:	NV
Zip Code	88901-6575
Reference/Invoice No:	16 digit Billing Account Number - numbers only, without any spaces or dashes. You may add special coding AFTER the first 16 characters.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


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Accounting Bulletin

Bulletin No. A-543

November 22, 2004

Citibank Procurement and Travel Card Payment Instructions

Purpose To advise agencies on voucher preparation requirements for Citibank procurement and travel card payments.

Please ensure that vouchers are prepared as instructed below for Citibank's 11/22/04 billings and thereafter.

Background The Office of the State Comptroller (OSC) now sends electronic payments to Citibank. Citibank also receives a daily payment file from OSC over the Internet to post payments automatically.

Agencies must prepare vouchers as instructed below to ensure that payments are:

- (1) made electronically rather than by check and
- (2) credited to agencies' accounts correctly.

Note: The correct combination of information entered in Payee ID and all address fields is required to initiate an electronic payment. The correct Billing Account Number must be entered in the first 16 positions of Reference/Invoice Number to ensure proper crediting of your account.

Voucher Preparation Instructions Complete voucher fields as described below.

Payee ID:	Enter the Federal Employer Identification Number (FEIN) provided to you by Citibank. If you do not know this number, call Alex Medina at Citibank at 1-800-790-7206, option 4, extension 69881.
Payee Name 1:	'Citibank'
Payee Name 2:	Enter the 16-digit Billing Account Number.
Address 1:	'PO Box 6575'
City:	'The Lakes'
State:	'NV'
Zip Code:	'88901-6575'
Reference/Invoice No:	Enter the 16-digit Billing Account Number in the first 16 positions of Ref/Inv#.

Note: No spaces, dashes or other information, such as 'ACCT#', should be used within the first 16 characters of the Reference/Invoice Number field. However, you may add special coding (date designations, etc.) after the first 16 characters, if needed.

Examples:	Correct:	XXXXXXXXXXXXXXXXXX
	Incorrect:	XXXX-XXXX-XXXX-XXXX
	Incorrect:	ACCT#XXXXXXXXXXXXXX

If your agency's Financial Management System prevents entry of the 16-digit Billing Account Number in the Reference/Invoice Number field, contact the Accounting Information Center as instructed below.

Questions Direct questions about the Central Accounting System (CAS) to the Accounting Information Center at (518) 473-1170 or Acctsys@osc.state.ny.us.

Direct questions about Citibank payments to the Bureau of State Expenditures' Help Desk at (518) 474-4868.