



NEW YORK STATE  
**Unified Court System**

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## Division of Financial Management

**DFM Bulletin**

**Number 0902**

**March 9, 2009**

TO : Holders of the Financial Planning and Control Manual

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

OSC Procurement and Disbursement Bulletin number G-237, dated February 23, 2009, reminds 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 bulletin also describes ways in which to make the necessary verifications and provides links to numerous state licensing agencies to assist in this process. Bulletin G-237 may be viewed in its entirety at the following URL:

[http://www.osc.state.ny.us/agencies/gbull/g\\_237.htm](http://www.osc.state.ny.us/agencies/gbull/g_237.htm)

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  
  
Charles J. Hughes