



NEW YORK STATE
Unified Court System

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DFM Bulletin

Number 1202

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Per-Diem Court Interpreter Payments

This bulletin promulgates a new form which replaces all previous forms, including vouchers, for the reimbursement of per-diem court interpreter services. It also provides procedural direction for entering interpreter invoices into the Statewide Financial System (SFS).

The newly created form is available both as a fillable PDF or as a two-part hard copy as follows:

Fillable PDF: Available on the DFM Forms page: [Per Diem Court Interpreter Invoice](#)

Two-Part Detachable Version (which provides a signed copy for the Interpreter): An initial supply of forms will be sent to those courts currently using a two-part form. Subsequent quantities should be requested from the [Office of Court Interpreting Services](#) on a quarterly basis.

The signed invoice form and the E-system check-in report are required before entry is made into SFS. Each invoice corresponds to one instance of service by the court interpreter; multiple assignments or payments will no longer be permitted on the same form.

Information needed for SFS data entry:

“Invoice Number” - The invoice number is unique for each reimbursement request and is created by the fiscal office via data entry of date, type and court assignment. Guidelines are as follows:

Date of Interpreter Assignment: MM/DD/YYYY

Type of Assignment: HD (Half Day: am/ pm), FD (Full Day) or NC (Night Court)

Court Name: This field is limited to 13 characters. Abbreviations should be consistent.

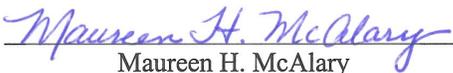
Example: Cattaraugus Family Court could be entered as: Cattaraug Fam

Invoice remittance display: **04/24/2012 HD AM Cattaraug Fam**

Vendors may access payment information through the [SFS vendor support site](#).

Please ensure distribution of this bulletin to all personnel within your court/agency who may be responsible for the processing of, or the monitoring of internal controls related to, court interpreter payments. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM
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PURPOSES ONLY


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