



STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
 OFFICE OF MANAGEMENT SUPPORT  
 AGENCY BLDG. 4 - 19TH FLOOR  
 4 ESP, SUITE 2001  
 EMPIRE STATE PLAZA  
 ALBANY, NEW YORK 12223-1450  
 (518) 474-4971

**ALBERT M. ROSENBLATT**  
 Chief Administrative Judge

**MATTHEW T. CROSSON**  
 Deputy Chief Administrator

**WILLIAM CLAPHAM**  
 Director of Budget and Finance

TO: All Holders of the Financial Planning and Control Manual

**NEW ACCOUNTING PROCEDURES**

BULLETIN NUMBER: 118	August 31, 1988
SUBJECT: Contract Processing - Non-Profit Organizations	

Attached is a copy of OSC Bulletin G-79 dated August 28, 1988 which supersedes the procedures described in New Accounting Procedures Bulletin #114 relative to contracts with non-profit organizations.

Effective immediately, all contracts between the State and non-profit organizations which receive funding in excess of \$25,000 from governmental agencies must include one of the following:

1. The organization's charitable registration number inserted in the "provisions" section of the Contract Encumbrance (AC 340).
2. A statement of exemption from the organization pursuant to the State's Summary of Exemption Categories (see attached).
3. Evidence that the organization has already applied to the Department of State for a non-profit registration number.

Questions regarding registration status or exemptions should be directed to the Department of State at (518) 474-3720.

NYS UNIFIED COURT SYSTEM  
 FOR EPCM APPROVAL  
 DEPOSIT COPY  
  
 William L. Clapham