



STATE OF NEW YORK
UNIFIED COURT SYSTEM
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MATTHEW T. CROSSON
Chief Administrator of the Courts

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WILLIAM CLAPHAM
Director of Financial Management
and Audit Services

TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 174	April 17, 1992
SUBJECT: Check Problems - Department of Taxation and Finance	

Effective April 1, 1992, the Department of Taxation and Finance - Division of Treasury will require courts and agencies to file one of the attached TD-346 forms when submitting written inquiries regarding lost or stolen checks, replacement checks, etc.

In accordance with the attached letter from the Department of Taxation and Finance, a TD-346 form should be customized as appropriate by each originating agency and photocopied as needs require. Additional procedures may be forthcoming from the Department of Taxation and Finance.

NYS UNIFIED COURT SYSTEM

FOR EPCM APPROVAL

A handwritten signature in black ink, appearing to read "William L. Clapham".

William L. Clapham