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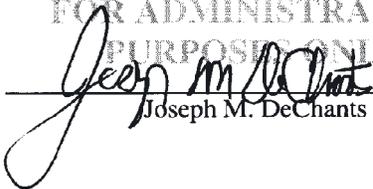
TO: All Holders of the Financial Planning and Control Manual

**NEW ACCOUNTING PROCEDURES**

BULLETIN NUMBER: 297	June 3, 2004
SUBJECT: Verizon - Ensuring Proper Crediting of Payments	

Attached is OSC Procurement and Disbursements Guidelines Bulletin number G-216, dated May 20, 2004. As indicated in this bulletin, Verizon has had problems properly crediting New York State payments. The State Comptroller's Office and Verizon have agreed upon a strategy to address these accounting problems. Payments for the various services which Verizon provides should be vouchered separately. Also, the format of the Reference / Invoice Number used for each type of service is provided in bulletin G-216. Compliance with these provisions will help to ensure that your payments are properly applied and credited by Verizon.

Please ensure distribution of this bulletin to all UCS personnel who are responsible for the preparation of, or the monitoring of internal controls relating to, telecommunication payment vouchers. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY  
  
Joseph M. DeChants

# New York State Office of the State Comptroller

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## Procurement and Disbursement Guidelines

### Bulletin No. G-216

May 20, 2004

### Payments to Verizon Companies

**PURPOSE** This bulletin provides state agencies with the proper reference/invoice number that should be used on all voucher payments to Verizon companies.

**BACKGROUND** In recent months, Verizon has returned a substantial number of payments because the reference/invoice number was incorrect and could not be processed. When this happens, significant State and vendor resources are needed to investigate the reason(s) for returned payments.

We have worked with Verizon to determine the correct reference/invoice number that should be used on vouchers. In addition to the proper coding, Verizon has asked that payments for different *service types* not be combined in a single payment.

**PROPER REFERENCES** The following reference/invoice number coding should be used on vouchers when processing Verizon invoices. When processing invoices for different *service types*, a separate voucher should be prepared. Invoice continuations can be used for invoices of the same *service type*.

SERVICE TYPE	REFERENCE / INVOICE NO.
	<b>(Note: Please use spaces as shown in examples)</b>
CELL PHONE WIRELESS	Account Number + 2-Digit Month + 2-Digit Year  (e.g. 999999 05 04)
LANDLINE	Area Code + 7-Digit phone number + the two sets of 3-Digit Codes immediately following the telephone number  (e.g. 518 474 4017 975 743)  Or  10-Digit Bill No (for summary bills)
CDPD-Cellular Digital Packet Data. Wireless IP Network	5-Digit Account Number + 2-Digit Month + 2-Digit Year  (e.g. 12345 05 04)
EQUIPMENT	7-Digit Invoice Number + 2-Digit Month + 2-Digit Year  (e.g. 1234567 05 04)
SUBPOENA AND COMPUTER SEARCHES	4+Digit Year + 6-Digit Invoice  (e.g. 2004123456)
MESSAGING/PAGER SERVICE	2 Digit Company Code + 6-Digit Account Number + 2-Digit Month + 2-Digit Year

(e.g. A1123456 05 04)

**QUESTIONS** If you have any questions regarding this bulletin, please contact the Customer Service Help Desk at (518) 474-4868 or by e-mail addressed to [stexpend@osc.state.ny.us](mailto:stexpend@osc.state.ny.us) .