



NEW YORK STATE
Unified Court System

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DFM Bulletin

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TO: Holders of the Financial Planning and Control Manual

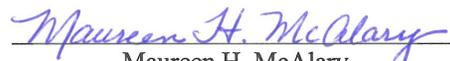
SUBJECT: Reimbursement of E-filing Credit Card Fees - County Clerks Outside New York City

This bulletin sets forth a new reimbursement procedure for credit card fees related to e-filing for County Clerk Offices outside New York City.

The County Clerk Offices should assume the cost of the credit card transaction fees associated with e-filing in the first instance. Subsequently, after receiving a statement from the transaction fee vendor, the County Clerk Office should identify those charges related to court business and request reimbursement of that amount from the District Office via a [Quick Pay Voucher](#). Each County Clerk should consult the District Office in which their county is located for complete instructions. Completed Quick Pay Vouchers should be submitted for payment with a copy of the transaction fee bill attached. This procedure is effective immediately.

Please ensure distribution of this bulletin to all personnel who may be responsible for the processing or monitoring of internal controls relating to UCS revenues.

NYS UNIFIED COURT SYSTEM
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PURPOSES ONLY


Maureen H. McAlary