



NEW YORK STATE  
**Unified Court System**

LAWRENCE K. MARKS, ESQ.  
ADMINISTRATIVE DIRECTOR

RONALD P. YOUNKINS, ESQ.  
CHIEF OF OPERATIONS

OFFICE OF COURT ADMINISTRATION

JOSEPH M. DECHANTS  
DIRECTOR, DIVISION OF BUDGET AND FINANCE

TO: All Holders of the Financial Planning and Control Manual

**NEW ACCOUNTING PROCEDURES**

BULLETIN NUMBER: 300

January 27, 2005

SUBJECT: Quick Pay Vouchers - Increased Payment Ceilings

*\* This bulletin supersedes the payment threshold provisions of New Accounting Procedures Bulletin number 241, dated August 13, 1996.*

As a result of the Unified Court System's excellent internal control record to date, the Office of the State Comptroller has authorized increased payment thresholds for eligible vendor and employee travel reimbursement payments which are processed via the Quick Pay voucher system. **Effective immediately**, the following payment ceilings are applicable:

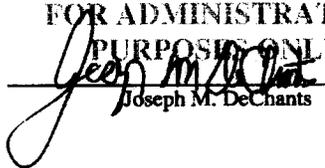
- The payment threshold for Quick Pay vendor payments (batch type 'KPV') is increased from \$2,500 to **\$10,000** per invoice. Multiple invoices totaling more than \$10,000 may be paid via Quick Pay, as long as no single invoice exceeds the \$10,000 limit.
- The payment threshold for Quick Pay travel reimbursements (batch type 'KTV') is increased from \$500 to **\$10,000** per voucher.

In view of the administrative efficiencies that the Quick Pay system makes possible, full utilization of the higher limits for the processing of eligible payments is encouraged. The adoption of these higher Quick Pay limits, however, requires a corresponding increase in the need for the maintenance of proper internal control procedures. Responsible administrative personnel are required to take the appropriate steps to ensure that:

- Individuals authorized to certify Quick Pay vouchers do not certify batches of Quick Pay vouchers which include payments or reimbursements payable to themselves.

- All terminal and password security procedures are adhered to and that no employee is able to perform both Quick Pay entry/correct and certification functions.
- Daily warrants (VOU065A) are verified to ensure that only authorized payments have been issued.
- Travel reimbursements issued via Quick Pay are associated with authorized travel for official State business, that all travel rules and regulations, as contained in the Financial Planning & Control Manual, have been adhered to and that any excess (taxable) reimbursements are properly recorded in the Central Accounting System.
- Any overpayments issued via the Quick Pay process are identified and recovered.
- For audit purposes, Quick Pay documentation is retained for a minimum of three (3) years and that such documentation is available upon demand from OSC and UCS auditors.

Please ensure the distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, Quick Pay vouchers.

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