SFS Claim for Payment and Charge Continuation (AC3253-S and AC3254-S)

With the implementation of the Statewide Financial System, Business Units are no longer required to submit paper documentation to the Office of the State Comptroller when payment is due. The SFS Claim for Payment Form (AC3253-S) is to be used in conjunction with or in place of a vendor invoice for purchases of materials, equipment and services (non-contract), contract payments, or state aid. Business Units can use AC3253-S internally to ensure all essential vendor, invoice, and accounting information is retained in accordance with State record retention requirements (see Chapter XII.3 - *Record Retention - Accounts Payable Vouchers and Land Claims*).

Business Units should ensure that each vendor submits a proper invoice with each payment request; or, where applicable, vendors can use AC3253-S in place of a proper invoice. Business Units are not required to submit an AC3253-S Claim for Payment to OSC in order to process vendor payments. Business Units are responsible for entering the information contained in the "NYS Agency Information" section of AC3253-S when a vendor uses AC3253-S in place of a proper invoice. Vendor certification is not required on AC3253-S unless the vendor is using the form in place of a proper invoice. Business Units are responsible for developing and ensuring there are adequate controls over invoices. A vendor's invoice can be in any format as long as the vendor uses that format during its normal course of business.

Phase 1 Business Units should use the PeopleSoft Format Charge lines to prepare each Claim for Payment. Business Units can use the PeopleSoft Charge Continuation (AC3254-S) for Claims for Payment that require additional lines of coding. This will also apply to future phase agencies once they have converted to using PeopleSoft formats.

Future Phase Business Units should use the Legacy Format Charge Line to code Claims for Payment in accordance with their current procedures. Business Units can use the existing Voucher Charge Continuation with Tail (AC2397) for Claims for Payment that require additional lines of coding.