

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. F-217/P-258

March 11, 1981

ATTENTION: All Fiscal and Payroll Officers - All State Departments and Agencies

SUBJECT: Expanded Use of Petty Cash for Payroll Purposes

Effective immediately the use of petty cash for payroll purposes (Part VII, Section 4.410, ACM) is authorized for employees returning to work after the agency's payroll has been submitted to the Office of the Comptroller for the following reasons:

1. leave without pay
2. leave with half pay

Form AC-1394 Application and Account For Partial Payment of Salary must be completed for each such advance.

Part VII 4.400 of the ACM will be revised in the near future.