



Office of the State Comptroller

PAYROLL BULLETIN

Subject Finger Print Fee Deduction Program	Bulletin No. P-710
	Date September 19, 1991

At the request of the Division of Criminal Justice Services, we have established a new deduction program for finger print search fees paid by State employees to DCJS. Initially, the program is restricted to employees of the Offices of Mental Health and Mental Retardation and Developmental Disabilities and DCJS. Program guidelines have been developed by DCJS and will be provided to eligible facilities by the Main Office.

The Main Offices of OHM and OMRDD will receive an initial supply of authorization forms from the Division of Criminal Justice Services. They will be responsible for distributing the forms to the facilities, along with program guidelines. The authorization forms will be retained by the agencies.

The code assigned for this deduction is 431. To initiate a deduction, submit an AC-1040 with code 431 in a "Code" Block and the amount to be deducted in a corresponding "Amount" Block. This will be a one time deduction which will be cancelled automatically after it is taken.

The Finger Print Fee Deduction program will be effective Administration and Institution Period 13-Lag, checks dated October 9, 1991 and October 17, 1991 respectively. Any questions regarding this program should be directed to Valerie Smith of the NYS Division of Criminal Justice Services at (518) 457-6105.