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NOV 26 2003

COMPTROLLER'S MEMORANDUM NO. 2003-32

TO: Heads of Departments

ATTN: Fiscal Offices

SUBJECT: Conversion of Vendor Codes

Effective December 1, 2003 the Pre-Audit Branch will no longer establish vendor codes utilizing an individual's social security number. Thereafter, the requesting department should leave the vendor number space blank and enter the individual's social security number in the space designated in the lower right hand corner of the form in the space entitled, "S.S.-E.I.N. NO.". The requesting department should also write in bold red letters "EMPLOYEE" if the vendor code being requested is for an employee. If the employee's address is in care of the employing department, no support need be submitted. For those vendors who are individuals, the department should check the "Individual (Non-Employee)" box and attach the required support documentation needed showing the individual's address to establish a non-employee vendor.

Effective January 1, 2004, existing vendor codes containing social security numbers will be converted to new vendor numbers. The social security number will be moved to the "S.S.-E.I.N. NO." box. If the box contains the "E.I.N." for non-employee individuals, no change will be made. We will be transmitting the listing containing the old vendor number with the related new number to all departments and agencies during the first week of January 2004.

To reduce the number of summary warrant vouchers that must be reprinted, we request that departments postpone the generation of summary warrant vouchers for vendors affected by this conversion from December 22, 2003 to January 2, 2004 when the revised vendor numbers will be available.

Thank you for your assistance in relaying this memorandum to all your staff.

Russ K. Saito

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State Comptroller

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