



**Division of Criminal  
Justice Services**

**MEMORANDUM**

**TO: Division of Criminal Justice Services Local Assistance Grantees**

**FROM: Division of Criminal Justice Services; Office of Financial Services**

**DATE: January 21, 2022**

**SUBJECT: Electronic Vouchering**

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Effective April 1, 2022, The Office of Financial Services will only be able to accept vouchers for payment via electronic submission. Any paper vouchers received after March 31, 2022 will be returned to the sender and a request will be made to have the voucher submitted electronically.

Please email vouchers to [DCJSGrantsUnitVoucherSubmittal@DCJS.NY.Gov](mailto:DCJSGrantsUnitVoucherSubmittal@DCJS.NY.Gov) and use our most up to date fiscal forms for vouchering, which can be found at <https://www.criminaljustice.ny.gov/ofpa/applcngntfrms.html> .

Please send any questions regarding vouchering or payments to [DCJSGrantsUnitVoucherInquiry@DCJS.NY.Gov](mailto:DCJSGrantsUnitVoucherInquiry@DCJS.NY.Gov) .

Sincerely,

A handwritten signature in blue ink, appearing to read "Bradley R. Stevens".

Bradley R. Stevens  
Director of Finance- DCJS