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**Thomas J. Sadowski**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** February 17, 2005  
**RE:** SAM II Financial Vendor P&P

The SAM II Financial Policies & Procedures Vendor Activities have been updated for Payments with Multiple Payees and procedures for the add of a Sole Proprietor vendor.

The SAM II Financial Coding Instructions; Y; Vendor (1 of 3) (VEN2) have been updated with the proper format of a business name when the business name includes an individual's name.

If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). Your ACSC will contact the OA/Division of Accounting ACSC desk if he/she needs assistance. Thank you for your cooperation.