



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013-3394

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Issuance# 498

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ADMINISTRATION  
POLICY AND PROCEDURE NOTICE # 1/96

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TO: Distribution  
FROM: Diana Chapin   
DATE: March 1, 1996  
SUBJECT: Issuance of Manual Receipts

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**Purpose:** To institute procedures for the use of manual receipts.

**Specifics:** Effective immediately, the following procedures are to be utilized for collections when BIS is not operational or after the daily ACRAF has been generated.

1. The receiving office should, when practical, accommodate customers who wish to make payments when the system is down or processing for the day has concluded. This accommodation should be made if it will save the applicant another trip to the Department.
2. The three part manual receipt must be completed by the employee accepting the payment and signed by that person and his/her supervisor. The first part should be given to the customer, the second part should be attached to the fee related documentation (i.e., application) and locked in the safe until it can be processed on BIS, and the third part shall be retained in the manual receipt book. The manual receipt number and payment date must be written on the top of the documentation or application.

3. When BIS becomes operational, the transaction must be entered in the system through the usual method for the transaction type (i.e., Express Cashier or App Processing). At the bottom of the payment screen in both Application Processing and Express Cashier there is a section for manual payment transactions (See Exhibit 1). This section contains fields for an alpha-numeric manual receipt number and the payment date. The first position of the manual receipt number must be the payment center code. The subsequent positions are the numbers from the pre-printed manual receipt. The payment center code is designated by a letter that indicates the borough or office where the payment was received. The following are the codes for each office.

#### PAYMENT CENTER CODES

M = Manhattan  
X = Bronx  
B = Brooklyn  
Q = Queens  
S = Staten Island  
E = Executive Office  
Z = BEC

The BIS generated receipt/invoice will reflect the alpha-numeric manual receipt number. The folder copy of the BIS receipt must be attached to the second part of the manual receipt and the application and retained in the folder. If the fee is non-job related, the manual receipt should be kept with the file copies of the day's receipts. The system will add the transaction amount to the current date's ACRAF and deposit slips. The alpha-numeric invoice number will be the number used to track the transaction in BIS in the event the transaction must be cancelled or the check is returned from the bank for any reason.

4. Proper care must be taken to safeguard and maintain manual receipt books. Comptroller's Directive #11 requires that access to blank receipts be limited and a physical inventory be maintained. All receipt books must be stored in the safe or in a locked cabinet at all times.

09/21/95  
09:32

EXPRESS CASHIER PROCESSING  
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(EXHIBIT 1)  
BISP0960

OPERATOR: PAT KETTERER (FISCA ID: PHA CENTER: 06 STATION: 03

TRANSACTION: 200 COPIES - MISCELLANEOUS

AMOUNT	CASH	CHECK	CHECK NUMBER
=====	=====	=====	=====
.....	:	:	.....
.....	:	:	.....

NUMBER OF COPIES: ...

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FOR MANUAL PAYMENT TRANSACTION, ENTER: INVOICE NO.: .....  
PAYMENT DATE (YYMMDD): 0.....

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F1=PREVIOUS PF2=MAIN

09/07/95

RECORD FEE PAYMENT DATA

BISPA58A

FILER ID:JWI PERMIT NO.:500010016-NB SUBTYPE: JOB TYPE:NEWS

TOTAL COMPUTED FEE	258.30	CIVIL PENALTY DUE	0.00
ACTUAL AMOUNT PAID	0.00	FOUNDATION COST DUE	0.00
		RENEWAL FEE DUE	0.00
BALANCE DUE NOW	258.30	MICROFILM FES DUE	35.00

EXEMPT

FOUNDATION PYMNT ONLY	AMOUNT: 0.00
>>>> PENALTY PAYMENT	AMOUNT: 0.00
>>>> MICROFILM PAYMENT	AMOUNT: 0.00
>>>> RENEWAL PAYMENT	AMOUNT: 0.00

AMOUNT	CASH	CHECK	CHECK NUMBER
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1. _____	_____	_____	_____
2. _____	_____	_____	_____

MANUAL PAYMENT TRANSACTION ENTER: INVOICE NO.: \_\_\_\_\_ DATE: 9/7/95

PF1=PREV PF2=MAIN

ENTER =UPDATE