

Hon. Jack Schnirman
Comptroller



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NOTICE

FROM: Gabriel Marques, Fiscal Officer
DATE: June 6, 2019
RE: **Claim for Pre-Paid Expenses**

The Comptroller's Office will be permitting claims for full payment in arrears for pre-paid expenses at any point they are paid during the term of a contract. For example, your agency may purchase an annual insurance policy for \$1,200. You may now choose to seek full payment in arrears, rather than amortize the claim at \$100 (or 1/12) each month. Ideally, you would have pre-paid the expense in exchange for some benefit or discount.

If you seek such full payment, along with your claim, you will need to provide:

- (1) an explanation of the service being provided; and
- (2) the nature of the benefit (if any) gained as a result of the prepayment,

In addition, If the claim is approved you will need to submit on a QUARTERLY BASIS full supporting documentation supporting that the prepaid services continue to be in effect. For example, an annual prepayment of liability insurance will require a valid proof of coverage each quarter. This may be submitted with any other claim submitted for the relevant time period.

Should you have any additional questions, please feel free to contact me.

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