

*******IMPORTANT NOTICE*******

Dear Vendors;

This is to notify you that ACCES-VR has changed its VR-301 Authorization/Voucher (A/V) form from dot matrix paper to plain paper. The plain paper (A/V) includes the NYSED seal as a water mark on the front with updated instructions on the back.

Changes to the form include:

- Final Bill- Indicate a 'final bill' by checking the box at the bottom of the form;
- Name and Signature- Include both your printed name and signature on the lines provided;
- Phone Number- Include your phone number in the space provided.

The process for invoicing is unchanged.