

April 18, 2014

Dear Vendor:

Second Request

Action required for doing business with or receiving payment from the State of California

This is a follow-up request to a letter sent to you in March. The Financial Information System for California (FI\$Cal) Project is implementing a statewide system for the State of California in the areas of budgeting, accounting, procurement and cash management. FI\$Cal is the partnership of the Department of Finance (DOF), the State Controller's Office (SCO), the State Treasurer's Office (STO) and the Department of General Services (DGS).

Included in FI\$Cal is the creation and maintenance of a centralized Vendor Management File (VMF). A Payee Data Record (STD 204) is required for each vendor conducting business with or a payee receiving payment from the State of California. You were identified by at least one Wave 1 Department as having conducted business with that department recently. When FI\$Cal Wave 1 goes live in July 2014, payments, Purchase Orders, contract documents, and Grants, cannot be generated by Wave 1 Departments without a STD 204 on file at FI\$Cal. To prevent payment or procurement processing delays, vendors/payees must submit their STD 204 and establish their vendor record in advance. See reverse side for a list of Wave 1 Departments.

STD 204s are due to FI\$Cal by May 16, 2014

The STD 204 form and other information are located on the FI\$Cal website at:
www.fiscal.ca.gov/vendors/VMF.

You may submit your STD 204 using **one** of the following four ways:

1. Encrypted email
 - FI\$Cal recommends using this method if your STD 204 contains confidential information, such as a Social Security Number
 - To begin the encrypted email process, go to website:
www.fiscal.ca.gov/vendors/encrypt
2. Regular email: send an email to: vendors@fiscal.ca.gov with a scanned STD 204 attached
3. Fax to: 916-576-5200
4. Mail a hard copy to:
 - FI\$Cal Project
Attn: Vendor Management/STD 204
2000 Evergreen Street, Suite 215
Sacramento, CA 95815-3839

If you have already responded, thank you for your submission and please disregard this letter. If you experience problems with the submission or have any questions, please contact the Vendor Management staff of the FI\$Cal Service Center, by email at vendors@fiscal.ca.gov, or call our toll free phone at (855) 421-6355, Monday-Friday, 8 a.m. to 5 p.m., excluding State holidays.

Wave 1 Departments

Wave 1 includes the following:

- Agricultural Labor Relations Board
- California Arts Council
 - California State Summer School for the Arts
- Department of Aging
 - California Commission on Aging
- Department of Alcoholic Beverage Control
 - Alcoholic Beverage Control Appeals Board
- Department of Fair Employment and Housing
- Department of Finance
- Department of Justice
- Office of Environmental Health Hazard Assessment
- San Francisco Bay Conservation and Development Commission
- State Board of Equalization
- State Controller's Office
- State Treasurer's Office
 - Contracted Organizations