

USER IDENTIFICATION NUMBER ASSIGNMENT

In lieu of using Social Security Numbers, User Identification Numbers for the Purchasing Card System has been assigned as follows:

The first three digits will be assigned by the cardholder's Judiciary location:

100 - Administrative Office of the Courts

200 - Chief Judge's Office

300 - Court Related Agencies

400 - Court of Appeals

500 - Courts of Special Appeals

600 - Circuit Court

700 - District Court

800 - Orphan's Court

The second two digits will always be 00

The final four digits will be the last four numbers of the cardholders's social security number.

Thus, a complete Employee's ID Number would look as follows:

100-00-4624