



## Year-End Reference Information

**BSC 2014-15 Year-end Coordinator:** Tim Smith

**E-mail:** [BSCYearend@ogs.ny.gov](mailto:BSCYearend@ogs.ny.gov)

If you have any questions related to 2014-15 fiscal year-end processing, or the start of the new fiscal year, please contact Tim Smith. You may reach Tim by e-mail at [BSCYearend@ogs.ny.gov](mailto:BSCYearend@ogs.ny.gov) or by phone at (518) 408-6805.

### Purchasing

- Emergency purchases **before** March 27, should be entered as requisitions and an e-mail sent to [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov) with “Emergency purchase” in the subject line.
- For emergency purchases **after** March 27, contact the BSC for guidance and e-mail backup to [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov) with “Emergency purchase” in the subject line.
- Change requests to contract related POs should be sent to [contractpos@ogs.ny.gov](mailto:contractpos@ogs.ny.gov).
- Change requests for standalone POs should be sent to [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov).

### Accounts Payable

- All invoices and supporting documentation should be sent to [accountspayable@ogs.ny.gov](mailto:accountspayable@ogs.ny.gov).
- Questions on the status of invoices and payments should be emailed to [APInquiries@ogs.ny.gov](mailto:APInquiries@ogs.ny.gov).
- Notice to suspend processing of vouchers for your agency should be sent by email to [BSCYearend@ogs.ny.gov](mailto:BSCYearend@ogs.ny.gov), with a copy to [APInquiries@ogs.ny.gov](mailto:APInquiries@ogs.ny.gov). Include “STOP processing for Year-End” in the subject line.

### Travel and Expense

- Questions on processing of travel and expense reports for year-end should be e-mailed to [ogstravelunit@ogs.ny.gov](mailto:ogstravelunit@ogs.ny.gov).
- Notice to suspend processing of expense reports for your agency should be sent by e-mail to [BSCYearend@ogs.ny.gov](mailto:BSCYearend@ogs.ny.gov) with a copy to [ogstravelunit@ogs.ny.gov](mailto:ogstravelunit@ogs.ny.gov). Include “STOP processing for Year-End” in the subject line.

**Credit Cards**

- Questions or concerns on credit card related transactions should be emailed to [creditcards@ogs.ny.gov](mailto:creditcards@ogs.ny.gov), or call (518) 457-4272.

**Accounts Receivable**

- Requests for copies of interagency bills or questions or concerns related to accounts receivable transactions should be emailed to [accountsreceivable@ogs.ny.gov](mailto:accountsreceivable@ogs.ny.gov).