



Information Announcement

Mailbox Address Changes

July 11, 2018

Effective July 11, 2018, the Credit Card inquiries to the mailbox creditcard@ogs.ny.gov will be changed to bscfinance@ogs.ny.gov.

Effective July 16, 2018, the Accounts Payable inquiries to the mailbox apinquiries@ogs.ny.gov will be changed to bscfinance@ogs.ny.gov.

There are a few changes users should be aware of:

- The subject line and or the body of the email should include the word “**Credit Card**” or “**Accounts Payable.**” This will help ensure the email is received and directed into the proper work queue for the timeliest response.
- Anyone emailing the old mailbox will receive an auto response with details to send future inquiries to the new mailbox address.
- Updates to the BSC Website (<http://www.bsc.ogs.ny.gov>) and any documents related to credit cards will be available starting July 13, 2018.

Please communicate this change of email address to all your users for Credit Card and Accounts Payable inquiries.

If you have any questions regarding this announcement, please contact BSCFinance@ogs.ny.gov or call (518) 457-4272.