



Office of
General Services

Business
Services Center

Information Announcement

Lapsing Funds Process June 2015

May 4, 2015

State Fiscal Year 2014-15 State Operations appropriations that have not been reappropriated will lapse pursuant to the State Finance Law on **June 30, 2015**. Transactions coded to funds that will lapse on this date must be submitted to the Business Services Center (BSC) in accordance with the timelines detailed below to ensure lapsing transactions are processed timely. The BSC is committed to meeting these lapsing deadlines to support our customer agencies.

Vendor Invoices

All agency invoices in process at the BSC are now available in FileNet. As agencies process transactions in their Agency Review queue, they should be identifying those invoices to be paid from lapsing funds by including the word "Lapsing" in the comments field and moving the approved invoices to the Disposition queue as soon as possible.

Twice each week, the BSC provides agencies with an excel spreadsheet of invoices in process at the BSC and in FileNet. This list includes all invoices whether they are in the agency review queue or the BSC work queues. Beginning June 1, the BSC is requesting that agencies indicate those to be paid from lapsing funds on the spreadsheet and return it to apinquiries@ogs.ny.gov with "Lapsing AP Invoices" in the subject line. Additional instructions on this process will be provided. All lapsing invoices approved for payment by June 19, 2015 will be processed with a cash disbursement date prior to July 1, 2015.

Any invoices or receiving held by an agency and not yet submitted to the BSC for lapsing funded transactions, should be sent immediately to accountspayable@ogs.ny.gov with "Lapsing" marked on each invoice. Please reference "Lapsing AP Invoices" in the subject line of the e-mail. Every effort will be made to process transactions received by **June 19** up to the OSC cutoff date. These may also be sent via inter-agency mail, with "Lapsing" clearly written on the top of the invoices.

Refunds of Appropriation

To ensure processing by the OSC deadline, we are requesting that agencies submit Refunds of Appropriation against lapsing funds to the BSC Accounts Payable Unit, no later than **June 19, 2015**. Refund checks and any supporting documentation, including original voucher number, if known, should be sent via inter-agency mail with “Lapsing” clearly written on the top of the documents. If agencies are requesting refunds from vendors, vendors should be instructed to send refund checks directly to the BSC at PO Box 2117, Empire Plaza Station, Albany, NY 12220-0117. Please forward the vendor notice to the BSC at apinquiries@ogs.ny.gov with the word “Lapsing” in the e-mail subject line to ensure the refund is processed before funds lapse.

Fringe Benefits and Indirect Cost Assessments

Payment of quarterly Fringe Benefits and Indirect Cost (FBIC) bills are due within 30 days of receipt. SFS transaction coding and any supporting documentation for any outstanding fringe benefits and indirect cost assessments should be submitted as soon as possible, but no later than **June 19, 2015** to accountspayable@ogs.ny.gov with “Lapsing” marked on the top of the document and in the subject line of the e-mail.

Travel

Please submit expense reports in SFS to the BSC no later than **June 19, 2015** and include “Lapsing” at the beginning of the Description of Travel field in the SFS expense report.

Procurement Card Reconciliations

All procurement card transactions for the April 6, 2015 Citibank statement and earlier should be verified and approved in SFS no later than **June 19, 2015**.

Purchasing

Agencies should notify the BSC by **June 19, 2015** of any contract purchase orders that need to be liquidated before funds lapse by submitting an e-mail with pertinent details to contractpos@ogs.ny.gov with the word “Lapsing” and the contract number in the e-mail subject line.

If you have any questions regarding the lapsing funds process, please feel free to reach out to us by phone at (518) 457-4272, or you can send an e-mail to us at BSCYearEnd@ogs.ny.gov.