



Information Announcement

Lapsing Funds Process

September 10, 2019

Lapsing will begin September 13, 2019 at 5 p.m. The BSC will monitor reports for lapsing transactions and process them on a first-in/first-out basis. Please refer to the following for additional information about invoices in FileNet, Refunds of Appropriation, and Purchase Orders.

Invoices in FileNet

Use the “More Responses” function of “OK to Pay – Lapsing” and move the approved invoices to the Disposition queue as soon as possible. Send any unsubmitted invoices to accountspayable@ogs.ny.gov with “Lapsing” marked on each invoice and “Lapsing AP Invoices” in the subject line of the e-mail.

Refunds of Appropriation (ROA)

Submit the [“ROA Agency Submittal Form”](#) for Refunds of Appropriation against lapsing funds through interagency mail to the BSC Cashier with “Lapsing” written clearly on the top of the documents.

If you are requesting refunds from vendors, instruct vendors to send refund checks directly to the BSC at:

[Agency Name]
C/O OGS Business Service Center, Attn: Cashier
1220 Washington Avenue Building #5, 4th Floor
Albany, NY 12226-1900

Please forward the vendor notice to the BSC Cashier at creditcard@ogs.ny.gov with the word “Lapsing” in the email subject line to ensure timely processing.

Purchase Orders

Notify the BSC about any purchase orders that require liquidation before funds lapse and submit requests through FileNet by September 12, 2019.

More Information

Please review [Advisory # 6 – Lapsing Policy and Reminders](#) and the [“Lapsing Information for State Agencies”](#) found on the OSC website for more information.

If you have any questions regarding lapsing funds, please call the BSC at (518) 457-4272.