



Information Announcement

BSC Purchasing Mailbox Change

August 14, 2018

Effective September 4, 2018, purchasing inquiries to the OGSPurchasingunit@ogs.ny.gov will be changed to BSCFinance@ogs.ny.gov. This includes inquiries regarding requisitions, purchase orders and all lease related transactions. There are a few changes users should be aware of:

- The subject line and or the body of the email should include the word **“Purchasing”**, **“Purchase Orders”** or **“Lease”** 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 Purchasing will be available starting September 4, 2018.

Please communicate this change of email address to all your users for Purchasing and Lease inquiries.

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