



Business Services Center

A Division of the Office of General Services

Year End Reference Information

BSC Year-end coordinator: Tim Smith email: bscyearend@ogs.ny.gov

Please include the subject line "Fiscal Year-End" on any emails. When calling about year-end issues, call (518) 408-6894 and let the Finance Services Representative know you are calling about year-end to ensure your call is dealt with as timely as possible.

Purchasing

- Emergency purchases **before** March 29th, should be entered as requisitions and an email sent to ogspurchasingunit@ogs.ny.gov with 'Emergency purchase' in the subject line
- Emergency purchases **after** March 29th, should be emailed to ogspurchasingunit@ogs.ny.gov with 'Emergency purchase' in the subject line and supporting documentation attached
- Change requests to contract related POs should be sent to contractpos@ogs.ny.gov
- Change requests for stand alone POs should be sent to ogspurchasingunit@ogs.ny.gov

Accounts Payable

- All invoices and supporting documentation should be sent to accountspayable@ogs.ny.gov
- Questions on the status of invoices and payments should be emailed to APIquiries@ogs.ny.gov
- Notice to suspend processing of vouchers for your agency should be sent by email to bscyearend@ogs.ny.gov with a copy to APIquiries@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 emailed to ogstravelunit@ogs.ny.gov
- Notice to suspend processing of expense reports for your agency should be sent by email to bscyearend@ogs.ny.gov with a copy to 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

Accounts Receivable

- Questions or concerns related to accounts receivable transactions should be emailed to accountsreceivable@ogs.ny.gov