



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

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Commissioner

BSC Finance Monthly Conference Calls with Customer Agencies

In order to serve you better, the Business Services Center (BSC) Finance Office will be updating the scheduling process for monthly finance service line conference calls with our customer agencies. Effective September 1, 2014, in lieu of sending Microsoft Outlook meeting requests for the Credit Cards, Accounts Payable, Purchasing, and Travel & Expense monthly calls, our customers will be able to access the conference call schedule on our website.

This change will make conference call information readily available to those that want to participate in a call without the delay of requesting additional meeting invites. To ensure calls are restricted to attendees from BSC customer agencies, the conference call access code will be provided to agency liaisons to share with agency staff. The same access code will apply to all finance monthly conference calls.

Below is the conference call information that will be posted on the BSC website under Educational Resources, located at <http://bsc.ogs.ny.gov/content/educational-resources>. Please refer to this page for the most up-to-date information for all conference call dates and times.

Please note all Finance Service Line Monthly Conference Calls are scheduled from 11:00 a.m. – 12:00 p.m.

Service Line	Conference Call
Credit Cards	1 st Tuesday of each month
Travel & Expense	2 nd Wednesday of each month
Accounts Payable	3 rd Tuesday of each month
Purchasing	4 th Tuesday of each month

To participate in these calls:

1. Contact your agency BSC liaison for the conference call access code
2. Dial the toll free number 1-866-776-3553 and follow the prompts to enter the conference call code to join the call

We look forward to having you join the conference calls. Please contact us at BSCCustomerCare@ogs.ny.gov or (518) 457-4272 with any questions.

Release Date: August 27, 2014

For more information visit the BSC website or contact the BSC today!