



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

Procedures for June 2013 Lapsing Funds

The Office of the State Comptroller has announced their deadlines for processing transactions that are coded to funds that will lapse on **June 30, 2013**. The Business Services Center (BSC) is committed to ensuring lapsing transactions are processed timely, and we are asking agencies to submit transactions to the BSC by the dates noted below.

Vendor Invoices

Agencies were requested to provide the required information for lapsing fund invoices at the BSC that were held for agency action by June 17, 2013. Please **immediately** forward any other invoices, or receiving not yet submitted to the BSC by e-mail to Accounts Payable at AccountsPayable@ogs.ny.gov and reference "Lapsing" in the subject line or send via interagency mail to: BSC – Accounts Payable Unit, Corning Tower, 31st Floor, Albany, NY 12242 and clearly write "Lapsing" on the top of any transactions.

Travel

Please submit expense reports to the BSC no later than **June 21, 2013** and include "Lapsing" at the beginning of the Description of Travel field in the SFS expense report.

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 20, 2013**.

Fringe Benefits and Indirect Cost Assessments

Coding and any supporting documentation for fringe benefits and indirect cost assessments should be submitted as soon as possible, but no later than **June 19, 2013**.

Procurement Card Reconciliations

All procurement card transactions for the April 6, 2013 statement and earlier should be verified and approved in SFS no later than **June 20, 2013**.

If you have any questions regarding lapsing funds, please call the BSC at (518) 457-4272. We thank you for your continued cooperation.

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

Email: bsc@ogs.ny.gov

Tel: (518) 457-4272

Website: <https://bsc.ogs.ny.gov>