



Office of
General Services

Business
Services Center

Information Announcement

Location and Mailing Address Changes for All BSC Operations

June 1, 2015

Beginning June 12, 2015, through June 19, 2015, the Business Services Center (BSC) will be relocating all operations to Building 5 on the W. Averell Harriman State Office Building Campus.

What Agencies Need to Know

Effective **June 12, 2015**, the Accounts Payable and Accounts Receivable service lines will be relocated to Building 5.

Effective **June 19, 2015**, the remaining finance service lines, all HR service lines and all support lines including Customer Care and Tech Services will be relocated to Building 5.

For agencies sending mail to the BSC via interagency mail or U.S. mail please refer to the BSC Contact Information by Service Line link on the BSC website <http://bsc.ogs.ny.gov/content/contact-bsc> for the appropriate mail address.

Please note that email addresses will remain the same for all service/support lines, as well as the BSC main phone number (518) 457-4272.

What Vendors Need to Know

Vendors should continue to send all invoices via email to AccountsPayable@ogs.ny.gov or via U.S. mail to BSC Accounts Payable Unit, P.O. Box 2117, Albany, NY 12220-0117.

For questions regarding this announcement, please contact the BSC at (518) 457-4272 or by email at BSC@ogs.ny.gov.