



INFORMATION ANNOUNCEMENT

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Governor

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Changes in Monthly Account Form Processing

Recently, some agencies have questioned the Monthly Account Summary Transmittal (MAST) form process due to the effort and cost to scan and/or mail this information to the BSC. Based on your feedback, and as part of our commitment to continuously improve services, the BSC is implementing a change to MAST form processing.

The MAST package consists of the completed MAST form, the Citibank statement for that period, and all corresponding backup/invoices. Inclusive in the MAST form is a certification by the cardholder/supervisor/approver that all charges are correct, all documentation is attached, and all charges have been verified and approved in SFS. Currently this package is mailed or emailed by the agency to the BSC for review and tracking.

Many agencies are keeping copies of the documentation, resulting in duplicative records. Since the cardholders and supervisors are attesting to the completeness of the package and appropriateness of the purchases, it does not add value for the BSC to check this documentation again.

We completed a review of the Procurement Card (P-Card) process as it relates to the submission and review of MAST packages, and as a result, in order to streamline the MAST form processing, the following changes are effective immediately:

- The BSC will no longer be collecting MAST forms from agencies.
- For those agencies that did not retain copies, the BSC will return their MAST forms. This will ensure that all forms for each agency for the fiscal year are in the same location. It is recommended that as a best practice, agencies retain P-Card documentation in a central, secure location. This will protect any credit card information that may be included in the documentation and ensure documentation is retained in accordance with record retention requirements.
- If OSC has any questions about P-Card transactions in the future, they will reach out directly to each agency for any needed backup.
- The BSC will continue to ensure that all charges are reconciled timely in SFS and follow up on any delinquencies. We will continue to process payments to Citibank and source and process reconciliation vouchers on behalf of our customer agencies.

Your continued partnership and patience is appreciated as we work to refine our processes and implement changes to serve you better. If you have any questions or concerns regarding this change, please contact the BSC Credit Card Unit at (518) 457-4272 or CreditCard@ogs.ny.gov.

Release Date: January 27, 2014

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

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