



# INFORMATION ANNOUNCEMENT

Andrew M. Cuomo  
Governor

RoAnn M. Destito  
Commissioner

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## Location and Mailing Address Changes for Finance Operations

Beginning next week, the Business Services Center (BSC) will be relocating staff and changing our mailing address. Due to our expanding operations, the BSC Finance Units will be housed at two locations in Albany—800 North Pearl Street and 50 Wolf Road.

### What Agencies need to know

- Effective immediately, agencies should send interagency and U.S. mail for the Accounts Payable and Accounts Receivable Units to:  
  
800 North Pearl Street 1<sup>st</sup> Floor  
Menands, NY 12204
- E-mail addresses will stay the same.
- Phone numbers will stay the same. You can reach the BSC Accounts Payable/Receivable Units at (518) 457-4272.
- For vendors, nothing will change. Vendors should continue to send all invoices via e-mail to [AccountsPayable@ogs.ny.gov](mailto:AccountsPayable@ogs.ny.gov), or via U.S. mail to BSC Accounts Payable Unit, P.O. Box 2117, Albany, NY 12220-0117.
- Travel and Expense, Purchasing, and Credit Card Units of the BSC will remain located at 50 Wolf Road. Agencies sending interagency or U.S. mail to these Units are asked to continue to address envelopes to 50 Wolf Road, Albany, NY 12232.

If you have any questions, please call the BSC at (518) 457-4272 or e-mail [BSC@ogs.ny.gov](mailto:BSC@ogs.ny.gov).

We are continuously working to improve and expand our services so that we can provide agencies with the best customer service possible. Please let us know how we are doing. Thank you for your continued cooperation.

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

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E-mail: [bsc@ogs.ny.gov](mailto:bsc@ogs.ny.gov)

Telephone: 518-457-4272

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