



**Office of General Services
Business Services Center**

Refund of Appropriations (ROA) Submission Form for Agencies

This form is used by the Agency to assist in processing Refund of Appropriations that are being submitted to the BSC by any of the BSC Customer Agencies. When submitting a check for processing as a Refund of Appropriation, complete the form providing as much information as possible. Checks should accompany this form and be sent to:

Office of General Services | Business Services Center, 6th Floor Cashier
 Building 5 W. Averell Harriman State Office Building Campus
 1220 Washington Avenue
 Albany, NY 12226-1900

| CHECK INFORMATION | | | |
|--|-------------------------|----------------------------|----------------------------|
| Check Number | Amount | Original Invoice Number(s) | Original Voucher Number(s) |
| Business Unit (SFS GLBU) | Reason Check was Issued | | |
| VENDOR INFORMATION | | | |
| Vendor Identification Number (10 Digits) | Vendor Name | | |
| Vendor Contact Name | Phone | Email | |
| Credit Card Purchase? Yes No | Last 4 Digits of Card | Purchase Amount | Date of Purchase |
| AGENCY CONTACT INFORMATION | | | |
| Agency Contact Name | Phone | Email | |
| Signature | | | Date |
| COMMENTS | | | |
| Comments | | | |