



**Office of General Services
Business Services Center**

BSC Accounts Payable
1220 Washington Ave
Building 5, Floor 5
Albany, NY 12226-1900
Phone: (518) 457-4272
Fax: (518) 457-1879
Email: AccountsPayable@ogs.ny.gov

BSC Invoice Submission Form for Agencies

Purpose: The BSC Invoice Submission Form is for use by BSC customer agencies to submit agency-approved invoices. In addition, this form is an agency's "Ok to Pay" and will be utilized as authorization for payment processing.

Instructions: The BSC Datacap system uses text recognition software to capture data entered into documents. As this software works best reading typed information, please type as much of the information below as possible. Submit the form along with your scanned invoice to AccountsPayable@ogs.ny.gov. The invoice should be the first document in your attachment, followed by this form and then any other additional documents relevant to the invoice.

SECTION I: INVOICE INFORMATION		
Document Type	Invoice Type	
Business Unit (SFS GLBU)	Unit Code/ID	
Invoice Number	Invoice Amount	
Invoice Date	Invoice Received Date	
SECTION II: VENDOR INFORMATION		
Vendor Identification Number (10 Digits)	Vendor Name	
Address Sequence		
SECTION III: AGENCY APPROVAL FOR PAYMENT AND SIGNATURE		
Contract No.	Purchase Order No. or Template ID	Receipt No.
Purchase Order Line/Distribution Line No. & Amounts		
Contact Name	Phone Number	Date
SECTION IV: ADDITIONAL COMMENTS		
COA Coding, Notes or Additional Information		