



Office of General Services  
**Business Services Center**

## Information Announcement

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# BSC Lease Contracts Mailbox Change

We are changing our email address for lease contract questions and lease related purchase order change requests. Starting Monday, September 20, 2021, email lease contract questions to [BSCFinance@ogs.ny.gov](mailto:BSCFinance@ogs.ny.gov) and include “**Lease Contracts**” in the subject line.

If you email [ogs.sm.contractpos@ogs.ny.gov](mailto:ogs.sm.contractpos@ogs.ny.gov), you will receive an auto-response stating that it routed the email to [BSCFinance@ogs.ny.gov](mailto:BSCFinance@ogs.ny.gov) for processing.

Please let your employees know of this change so we can answer your questions faster.

For any questions about this announcement, please contact [BSCFinance@ogs.ny.gov](mailto:BSCFinance@ogs.ny.gov) or call (518) 457-4272.