



Information Announcement

Fiscal 2023-24 Lapsing

June 6, 2024

Fiscal Year 2023-24 State Operations appropriations that have not been re-appropriated will lapse pursuant to the State Finance Law on **June 30, 2024**. Please submit transactions to the Business Service Center (BSC) by the dates below to ensure transactions are processed before the appropriations lapse. The BSC will continue to process transactions after the dates below up to the deadlines established by the Office of the State Comptroller but there is no guarantee the transactions will be completed before lapsing.

June 10, 2024 – Agency Approval of Vendor Invoices

Any invoices held by an agency and not yet submitted to the BSC should be sent immediately to accountspayable@ogs.ny.gov with “Lapsing” marked on each invoice. Please reference “Lapsing AP Invoices” in the subject line of the e-mail. Alternatively, these lapsing invoices may be sent through interagency mail with “Lapsing” clearly written on the top of the invoices.

Agencies should address any lapsing transactions that have Match Exceptions in the Statewide Financial System (SFS) before June 10, 2024. All lapsing vouchers approved for payment by June 10, 2024, will be processed with a cash disbursement date prior to June 30, 2024.

June 17, 2024 – BSC Receipt of Refunds of Appropriation and Related Checks

Agencies should submit Refunds of Appropriation against lapsing funds no later than June 17, 2024. Refund checks and any supporting documentation, including original voucher number, if known, should be sent through interagency mail with “Lapsing” clearly written on the top of the documents. If the refund check is coming from the vendor, please direct the vendor to ensure the BSC receives the check at the address listed below by June 17, 2024, and send the BSC an email to ogs.sm.accountsreceivable@ogs.ny.gov with the word “Lapsing” in the email subject line so we can ensure the refund is processed before funds lapse.

BSC Cashier Building 5, 5th Floor, 1220 Washington Ave., Albany, NY 12226



June 9, 2024 – Agency Approval of Travel and Expense Reports

Agencies should approve expense reports in the SFS no later than June 10, 2024 and include “Lapsing” at the beginning of the Description of Travel field in the SFS expense report.

June 21, 2024 – Requests to Unencumber Purchase Orders

Agencies that wish to unencumber purchase orders should notify the BSC by June 21, 2024, by entering the purchase order change request into FileNet with the word “Lapsing” selected from the drop-down menu.

June 20, 2024 – Agency Procurement Card Reconciliations

Agencies should verify and approve in SFS all procurement card transactions for the April 6, 2024–JP Morgan Chase and all earlier by COB June 20, 2024. Vouchers that reference lapsed appropriations will be in budget error after the lapsing event. Credit card charges posted at JP Morgan after June 5, 2024, cannot use lapsing funds.

Questions

If you have any questions regarding lapsing funds, please contact the appropriate service line by email or contact the BSC by phone at (518) 457-4272.