



Office of  
General Services

Business  
Services Center

# Information Announcement

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## Lapsing Funds Process

**August 18, 2016**

Local assistance, community projects, capital projects, legislature and judiciary and debt service appropriations will lapse pursuant to the State Finance Law after close of business on **September 15, 2016**. Transactions coded to funds that will lapse on this date must be submitted to the Business Service Center (BSC) in accordance with the timelines detailed below to ensure lapsing transactions are processed timely. The BSC is committed to meeting these lapsing deadlines to support our customer agencies. Agencies are encouraged to visit OSC's website "Lapsing Information for State Agencies" page at: <http://www.osc.state.ny.us/agencies/lapsing/index.htm>. There will be a blackout period during lapsing. **SFS access will be closed for agencies beginning at 3:00 pm September 15, 2016 through September 19, 2016.**

### Vendor Invoices

As agencies process transactions in their FileNet "Agency Review" queue, they should be identifying those invoices to be paid from lapsing funds by using the "More Responses" function of "Ok To Pay – Lapsing" and moving the approved invoices to the "Disposition" queue as soon as possible.

All lapsing invoices approved for payment by **September 2, 2016** will be processed with a cash disbursement date prior to **September 15, 2016**.

Any invoices or receiving held by an agency and not yet submitted to the BSC for lapsing funded transactions should be sent immediately to [accountspayable@ogs.ny.gov](mailto:accountspayable@ogs.ny.gov) with "Lapsing" marked on each invoice. Please reference "Lapsing AP Invoices" in the subject line of the e-mail. Every effort will be made to process transactions received after **September 2, 2016** up to the OSC cutoff date. These may also be sent via interagency mail, in which case we ask that "Lapsing" is clearly written on the top of the invoices.

### Refunds of Appropriation

To ensure processing by the OSC deadline, we are requesting that agencies submit Refunds of Appropriation against lapsing funds to the BSC Accounts Payable Unit, no later than **September 2, 2016**. Refund checks and any supporting documentation, including original voucher number, if known, should be sent via interagency mail with "Lapsing" clearly written on the top of the documents.

If agencies are requesting refunds from vendors, vendors should be instructed to send refund checks directly to the BSC at:

[Agency Name]  
C/O OGS Business Service Center, Attn: Cashier  
1220 Washington Avenue  
Building #5, 6<sup>th</sup> Floor  
Albany, NY 12226-1900

Please forward the vendor notice to the BSC at [apinquiries@ogs.ny.gov](mailto:apinquiries@ogs.ny.gov) with the word “Lapsing” in the email subject line so we can ensure the refund is processed before funds lapse.

### **Fringe Benefits and Indirect Cost Assessments**

SFS transaction coding and any supporting documentation for fringe benefits and indirect cost assessments should be submitted as soon as possible, but no later than **September 2, 2016** to [accountspayable@ogs.ny.gov](mailto:accountspayable@ogs.ny.gov) with “Lapsing” marked on the top of the document and in the subject line of the email.

### **Travel**

Please submit expense reports in the SFS to the BSC no later than **September 2, 2016** and include “Lapsing” at the beginning of the Description of Travel field in the SFS expense report.

### **Procurement Card Reconciliations**

All procurement card transactions against lapsing funds must be verified and approved in SFS no later than **September 2, 2016**.

### **Purchasing**

Agencies should notify the BSC by **September 2, 2016** of any purchase orders that need to be liquidated before funds lapse by sending an email to [ogspurchasingunit@ogs.ny.gov](mailto:ogspurchasingunit@ogs.ny.gov) with the word “Lapsing” in the email subject line.

If you have any questions regarding lapsing funds, please call the BSC at (518) 457-4272. We also encourage you to visit the BSC’s website, <http://bsc.ogs.ny.gov>, for important information and updates.