



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

Lapsing Funds Process June 2014

State Fiscal Year 2013-14 State Operations appropriations that have not been reappropriated will lapse pursuant to the State Finance Law on **June 30, 2014**. 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.

Vendor Invoices

All agency invoices in process at the BSC are now available in FileNet. As agencies process transactions in their "Agency Review" queue, they should be identifying those invoices to be paid from lapsing funds by including the word "**Lapsing**" in the comments field and moving the approved invoices to the "Disposition" queue as soon as possible.

Each week, the BSC is providing agencies with an excel spreadsheet of invoices in process at the BSC and in FileNet. This list includes all invoices whether they are in the agency review queue or the BSC work queues. To ensure all lapsing transactions are appropriately accounted for, please indicate those to be paid from lapsing funds on the spreadsheet and return to the apinquiries@ogs.ny.gov mailbox with "Lapsing AP Invoices" in the subject line. All lapsing invoices approved for payment by June 20, 2014 will be processed with a cash disbursement date prior to July 1, 2014.

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 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 by **June 20** 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 **June 20, 2014**. 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 PO Box 2117, Empire Plaza Station, Albany, NY 12220-0117. Please forward the vendor notice to the BSC at 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 **June 20, 2014** to 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 **June 20, 2014** and include “Lapsing” at the beginning of the Description of Travel field in the SFS expense report.

Procurement Card Reconciliations

All procurement card transactions for the April 6, 2014 Citibank statement and earlier should be verified and approved in SFS no later than **June 20, 2014**.

Purchasing

Agencies should notify the BSC by **June 20, 2014** of any contract purchase orders that need to be liquidated before funds lapse by completing a Contract Purchase Order Change Request form and submitting to contractpos@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 and select Option 1 for Finance. We also encourage you to visit the BSC’s website, <http://bsc.ogs.ny.gov>, for important information and updates.

Release Date: May 23 2014

For more information visit the BSC website or contact the BSC today!

Email: bsc@ogs.ny.gov

Tel: (518) 457-4272

Website: <http://bsc.ogs.ny.gov>