



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

Location and Mailing Address Changes for BSC Operations

Beginning next week, the Business Services Center (BSC) will be relocating staff and changing mail addresses, as noted below. Due to our expanding operations, the BSC will be housed at three locations in Albany—800 North Pearl Street, 540 Broadway and 50 Wolf Road.

What Agencies Need to Know

BSC Finance Operations

- Effective immediately, agencies should send interagency and U.S. mail for the Accounts Payable and Accounts Receivable Units to:
800 North Pearl Street, 1st Floor
Menands, NY 12204
- E-mail addresses will stay the same.
- Phone numbers will stay the same. You can reach the BSC Accounts Payable/Receivable Units at (518) 457-4272.
- For vendors, nothing will change. Vendors should continue to send all invoices via e-mail to AccountsPayable@ogs.ny.gov, or via U.S. mail to the BSC Accounts Payable Unit, P.O. Box 2117, Albany, NY12220-0117.
- Travel and Expense, Purchasing, and Credit Card Units of the BSC will remain located at 50 Wolf Road. Agencies sending interagency or U.S. mail to these Units are asked to continue to address envelopes to 50 Wolf Road, Albany, NY 12232.

BSC Human Resources Operations

Earlier this year the Human Resources (HR) staff of the BSC moved to 540 Broadway in downtown Albany.

- Effective immediately, agencies should send HR interagency and U.S. mail to:

BSC Human Resources Unit
540 Broadway, 3rd Floor
Albany, NY 12207

If you have any questions, please call the BSC Customer Care Unit at (518) 474-6160 or e-mail BSCCustomerCare@ogs.ny.gov.

We are continuously working to improve and expand our services so that we can provide agencies with the best customer service possible. Please let us know how we are doing. Thank you for your continued cooperation.

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

E-mail: bsc@ogs.ny.gov

Telephone: (518) 457-4272

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