

Information Announcement

Lapsing Notice and Reminders

September 6, 2023

Lapsing occurs at close of business on September 15, 2023, at 5 p.m. The BSC will monitor reports for lapsing transactions and process them on a first-in/first-out basis. Please refer to the following for additional information about invoices, Refunds of Appropriation, and Purchase Orders.

September 8, 2023 – 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.

Agencies should address any lapsing transactions that have Match Exceptions in the Statewide Financial System (SFS) before September 13, 2023.

All lapsing vouchers approved for payment by September 14, 2023, will be processed with a cash disbursement date of September 15, 2023, or earlier.

September 8, 2023 – BSC Receipt of Refunds of Appropriation and Related Checks

Agencies should submit Refunds of Appropriation against lapsing funds no later than September 8, 2023. 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 following address by September 8, 2023 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.

September 8, 2023 – Requests to Unencumber Purchase Orders

Agencies that wish to unencumber purchase orders should notify the BSC by September 8, 2023, by entering the purchase order change request into FileNet with the word “Lapsing” selected from the drop-down menu.

September 8, 2023 – Agency Approval of Travel and Expense Reports

Agencies should approve expense reports in the SFS no later than September 8, 2023 and include “Lapsing” at the beginning of the Description of Travel field in the SFS expense report.

Questions

If you have questions regarding lapsing funds, please contact the appropriate service line by email or email us at BSCFinance@ogs.ny.gov including the word “Lapsing” in the email subject line. You can also call the BSC at (518) 457-4272.