



**New York State Division of Military and Naval Affairs
Office of Budget and Finance**

State Financial System Information

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Bulletin Issued by: Tom Halabuda

Subject: Purchase Card Reconciliation – BSC Transition

This bulletin sets forth procedures in relation to Purchase or P-Card reconciliation when utilizing the Statewide Financial System (SFS) and the migration to the Business Service Center (BSC).

1. Purchase Card reconciliation oversight will be administered by the BSC on behalf of DMNA beginning February 1, 2013.
2. As part of the migration to BSC, all New York State DMNA P-Card transactions prior to January 6, 2013 must be verified by their respective card holders and approved by their SFS supervisors no later than January 24, 2013.
3. The P-Card verification and approval of these transactions is necessary for the BSC migration that will occur February 1, 2013.
4. For P-Card transactions after January 6, 2013, a new BSC Form is required to be submitted when conducting P-Card reconciliations. This form and guidance will be issued in a follow on SFS Bulletin.
5. If there are any questions regarding this bulletin, please contact Mr. Tom Halabuda at (518) 786-4538.