



**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: Agency Billing Address Change

This bulletin sets forth procedures regarding a billing address change in relation to the migration to the Business Service Center (BSC).

1. The BSC will on behalf of DMNA be receiving and paying vendor bills and or invoices that will not be paid using the state procurement card (P-Card).
2. Effective immediately, vendors who are submitting an invoice or bill to DMNA for payment are to send it to:

Business Service Center
PO Box 2117, Empire State Plaza
Albany, NY 12220-0117

Or email to:

accountspayable@ogs.ny.gov

3. When doing agency business with a vendor where it is clear that an invoice or bill will be produced and not paid using an agency P-Card, the vendor must be notified of the aforementioned new billing address.
4. Any vendor inquiries regarding payment of a bill must be referred to the BSC at (518) 457-4272.