



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
AGENCY BLDG. 4 - 19TH FLOOR
4 ESP, SUITE 2001
EMPIRE STATE PLAZA
ALBANY, NEW YORK 12223-1450
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JONATHAN LIPPMAN
Chief Administrative Judge

ANN T. PFAU
Deputy Chief Administrative Judge

JOSEPH M. DECHANTS
Assistant Deputy Chief
Administrator

BUDGET BULLETIN	NUMBER 334	November 16, 2001
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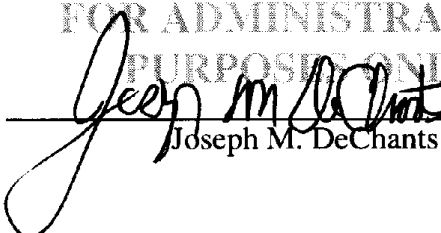
TO: Holders of the Financial Planning and Control Manual

SUBJECT: Relocation of State Comptroller's Offices

Attached is a copy of OSC Procurement and Disbursement Guidelines bulletin number G-200, dated November 13, 2001. This bulletin is being issued in anticipation of the approaching move by all OSC offices to new quarters at 110 State Street in Albany, including the Bureau of Contracts.

Generally it is only Counsel's Office and the Contracts and Procurement Administration office which handle the direct exchange of contract documents with OSC on behalf of UCS courts and agencies. This notwithstanding, OSC's relocation to new quarters will undoubtedly have an impact on various aspects of financial operations of which all UCS business offices should be aware. Please also note that the actual date of OSC's move will be promulgated in a subsequent bulletin. Do not address mailings to OSC's new location until you are so notified.

Please ensure distribution of this bulletin to all appropriate personnel within your respective jurisdictions.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY

Joseph M. DeChants



**STATE OF NEW YORK
OFFICE OF THE STATE COMPTROLLER**

**PROCUREMENT AND
DISBURSEMENT GUIDELINES**

BULLETIN:	G-200
SUBJECT:	Comptroller's Office Relocation
DATE:	November 13, 2001

Purpose

The purpose of this bulletin is to provide information on the new Bureau of Contracts' procedures for the receipt and mailing of contract documents. Please distribute this bulletin to all offices that have interaction with the Bureau of Contracts.

The Office of the State Comptroller, Bureau of Contracts is moving to:

110 State Street
Eleventh Floor
Albany, NY 12236

The move to the new building will be made in phases. The Bureau of Contracts' move is scheduled for completion in January 2002.

Our telephone numbers and e-mail addresses will remain the same.

**Mail Delivery
And Pickup**

The Office of the State Comptroller's new facility is a secure building. Therefore, there will be no public access to the building other than the receiving area. Agencies may have to modify their current mail delivery and pickup processes to accommodate our security requirements. These modifications must be made by December 1, 2001, as we will no longer hold approved contracts for courier pick-up after that date. We are sorry for any inconvenience this may cause.

Contract Delivery

Couriers who are delivering contracts to the new building will be required to ring for entry at the Howard Street entrance located at the rear of the building. Limited short-term parking will be available. Upon entry, couriers will be directed to the Office Services Unit, which will accept the package and deliver it to the Bureau of Contracts. The Office Services Unit will make several deliveries daily in order to avoid any contract processing delays.



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All contract documents must be clearly labeled **'Bureau of Contracts'** or they will be forwarded to the general mail facility to be sorted with the regular mail.

Contract Pick-up

Couriers will not be able to pick up approved contract documents at the Comptroller's Office after December 1, 2001. They will be sent out through the normal mailing process.

Emergencies

If an emergency arises and a contract must be delivered to the new building or picked-up directly, agencies must call the Bureau of Contracts in advance to make arrangements for someone to meet the courier.

Updates

This bulletin will be updated when we have a firm date for our move.

**State Expenditures
Bureau**

Please do not put contracts and vouchers in the same envelope. The address for the Bureau of State Expenditures will be:

Bureau of State Expenditures
110 State Street
Tenth Floor
Albany, NY 12236

**Accounting Systems
Bureau**

The address for the Accounting Systems Bureau will be:

Bureau of Accounting Systems
110 State Street
Ninth Floor
Albany, NY 12236



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Questions

For questions regarding contract delivery or pick-up, please contact Pamela Russell, Bureau of Contracts' Move Coordinator, at (518) 486-3075.

For questions regarding voucher delivery or pick-up, please contact Deb Cardella of State Expenditures at (518) 486-3017.

Questions relating to the Bureau of Accounting Systems should be directed to the Accounting Information Center at (518) 473-1170.