



STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
OFFICE OF THE STATE COMPTROLLER

RSA UNION  
100 North Union Street, Suite 220  
Montgomery, Alabama 36130-2602  
Telephone (334) 242-7050  
FAX (334) 242-2440

BOB RILEY  
Governor

JAMES ALLEN MAIN  
Director of Finance

ROBERT L. CHILDREE  
State Comptroller

August 17, 2007

**MEMORANDUM**

TO: All State Agencies  
FROM: Robert L. Childree, State Comptroller *RLC*  
SUBJECT: Accounts Payable Updates and Issues

Effective October 1, 2007, the following procedures will be in effect. Failure to follow these procedures could result in the delay of voucher processing.

- Lease/rent payments should reference the Space Management Lease number (8-14 characters). Lease expiration dates will no longer be accepted as proof of lease. The lease number can be found at [www.finance.alabama.gov](http://www.finance.alabama.gov) and then clicking Lease Search on the left side of the screen. Contact Space Management at 242.2023 or by email at the following addresses: Gwen Harrison at [gwen.harrison@sd.alabama.gov](mailto:gwen.harrison@sd.alabama.gov) or Jim Yoder [jim.yoder@sd.alabama.gov](mailto:jim.yoder@sd.alabama.gov).
- GPS units should be coded to 0900-49 if less than \$500.00 or 1400-05 if over \$500.00. Service for GPS units should be coded to 0700-12 and should reference a PO if service will exceed \$500.00 for the fiscal year.
- Vouchers which have been green-slipped and need modification should be batched in a separate batch and returned to the green-slip basket for faster processing. Green-slips in regular batches with other vouchers will be processed as regular work. Please return the green-slip with the corrected voucher.
- If you are out of money or know that vouchers will not pay for any reason, do not send vouchers to the Account Payable Section. **Please hold until the problem is resolved. After batches are transmitted to CAS, they should be reviewed for reject status BEFORE sending to the Comptroller's Office.** In addition, if a voucher needs to be deleted from a batch please place one line through the voucher number and description on the transmittal and adjust the total on the transmittal. If the voucher will be sent later, DO NOT line through the voucher. Please write the word HOLD next to it and do not adjust the total on transmittal sheet.
- Travel claims for non employees and Board Members not paid through GHRS should include the statement, "Non Employee – Not Paid through GHRS" on the travel statement.

Should you have any questions about this matter, please contact Tucker Wilson at (334) 242-7057, Lisa Chadwick at (334) 242-7061, or Melanie May at (334) 242-4954. Thanks for your cooperation.

RLC/JTW/amc