



BOB RILEY
Governor

DRAYTON NABERS, JR
Director of Finance

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

ROBERT L. CHILDREE
State Comptroller

November 10, 2003

MEMORANDUM

TO: CHIEF ACCOUNTANTS, PAYROLL CLERKS
AND PERSONNEL OFFICERS

FROM: Robert L. Childree
State Comptroller

SUBJECT: Updated E-Mail Addresses

If there have been any **changes** in the information you sent GHRIS in **September, 2001**, please provide the name, phone number, and e-mail address of your agency's Security Coordinator for GHRIS, one payroll contact person, and one personnel contact person. Send this information in writing to Sandra Horn or by e-mail to Teresa Huggins at thuggins@comptroller.state.al.us by **December 5, 2003**. It is important that GHRIS have your correct e-mail addresses and contact persons so that important information sent out by e-mail gets to the correct persons. Please notify us if your agency does not have e-mail.

Also, if there have been any **changes**, please provide us with your agency's fax number and current street and hand mail addresses.

Thank you for your assistance in this matter. If you have any questions, please contact Teresa Huggins at 242-2188.

RLC/th