

State of Alabama



Department of Finance
Office of the Comptroller
Montgomery, Alabama 36130-2602

TO: All Agency Accounting Contacts

DATE: November 6, 2015

SUBJECT: IMPORTANT INFORMATION – FY 16 Emergency Declarations for Services Normally Paid on PO

Please forward this information to your agency head and all staff as needed. A number of agencies have not been able to set up FY 16 purchase orders (PO's). This delays processing payment transactions for FY 16 services.

Agencies can declare a Title 41-16-23 emergency for each specific type of service in order to process FY 16 payments until the purchase orders are issued. Title 41-16-23 declared emergencies are specific, not general or blanket declarations. A purchase order is considered a contract purchase order. All emergency declarations must meet minimum requirements specified in Finance Fiscal Policy & Procedures Manual, Chapter 4, page 4-4.

When GAX payment is processed, attach invoice(s) and the specific emergency declaration as the legal authority for payment.

Contact either me or Michael Jones if you or your agency have any questions.

Sincerely,

Tom White

Thomas L. White, Jr., CPA
State Comptroller

Alabama Department of Finance
Office of the State Comptroller - RSA Union
100 North Union Street, Suite 220
Montgomery, Alabama 36104
Telephone: 334-242-7050
Fax: 334-242-2440
tom.white@comptroller.alabama.gov

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