

State of Alabama



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

TO: All Agency Accounting Contacts

DATE: November 9, 2015

SUBJECT: Request for Electronic Warrant – MDW1

Please forward this information to all staff as needed. Request for Electronic Warrant, Document Code MDW1, has been revised to include wiring instructions. Use the attached form and discard previous versions.

Contact my office or State Treasurer's Office if you or your agency have any questions about wiring instructions.

Sincerely,

Tom White

STATE OF ALABAMA
DEPARTMENT OF FINANCE
Division of Control and Accounts

REQUEST FOR ELECTRONIC WARRANT

Submit to Comptroller's Office
NOTE: All areas must be completed

Agency Name _____

Requested by _____ Phone # _____

Date Requested _____ Scheduled Process Date _____

Amount of Electronic Warrant \$ _____

(Cash must be available before submitting this document)

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Investments Debt Service Other (Detail Explanation required)

Explanation/Purpose: _____

Note: Supporting documentation must be attached to substantiate these payments.

I certify that purchases were received and/or services were performed in the official business of the State of Alabama by the agency named above and are approved for payments.

I, the undersigned hereby certify that the transaction under which this payment is requested is not subject to the requirements of Section 31-13-9(a) and (b), Code of Alabama, 1975, as amended.

I, the undersigned hereby certify that the transaction under which this payment is requested is subject to the requirements of Section 31-13-9(a) and (b), Code of Alabama, 1975, as amended and the proper documentation is on file in the agency.

Authorized Departmental Approval

Wiring Instructions:

Receiving Bank: _____

Receiving Bank ABA: _____

For Account Name: _____

Account Number: _____

Is this wire recurring? _____ Yes, if so frequency _____ No _____