

State of Alabama



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

TO: Agency Accounting Contacts

DATE: March 23, 2016

SUBJECT: URGENT Reminder Memo – Board of Adjustment Vendor Invoice Claims for FY15

This reminder information is sent at the request of the State Board of Adjustment. Please forward attached pdf memorandum to all employees who process vendor payments and legal offices who handle Board of Adjustment claims.

Contact the Board of Adjustment if you have any questions.

Sincerely,

Tom White



STATE OF ALABAMA
BOARD OF ADJUSTMENT

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CLAIMS CLERK

March 23, 2016

MEMORANDUM

To: State Agencies, Boards and Commissions

FROM: Board of Adjustment

RE: URGENT Vendor Invoice Claims for FY15

The Board of Adjustment is planning special Consent Review meetings and Voting Sessions in order to expedite BOA claims for invoices submitted by vendors during the 13th Accounting Period of Fiscal Year 2015, as described in the Board of Adjustment memo dated March 9, 2016. This memo was distributed by the Board to all Board of Adjustment contacts in state agencies and by the State Comptroller to all state accounting managers.

The next planned Consent Review for the Board is to be held April 19, 2016, after which a special Voting Session will be scheduled so all compliant claims can be approved by the Board and Orders to Pay can be issued to state agencies. All claims to be expedited from the 13th Accounting Period of FY15 should be delivered to the Board of Adjustment no later than April 13, 2016, in order to be considered at the Board's April 19th Consent Review session.

If you have questions, please contact the Board of Adjustment at 242-7175.