

State of Alabama



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

TO: Agency Accounting Contacts

DATE: June 29, 2016

SUBJECT: IMPORTANT NOTICE & CLARIFICATION FY16 PURCHASE ORDERS & CONTACTS

Please make all employees in all offices who process transactions aware of this important information. Failure to adhere to these processing requirements will result in additional Board of Adjustment claims for those items that should have been paid in the 13th Accounting period.

On January 15, 2016 a memo was sent from this office to all agencies regarding the proper classification of expenditures referencing purchase orders. This memo is to further clarify processing payments against FY16 purchase orders during and after the thirteenth accounting period this year. Also, this information can be found in the EOY memo on pages 11-15.

- 1) Goods and Services **received before October 1, 2016 must be paid in the 13th accounting period** and coded as 13-16
- 2) Goods and Services ordered prior to October 1, 2016, but **received after October 1, 2016, may reference the FY16 purchase order**, but will infer the current accounting fiscal year.
- 3) FY16 purchase orders cannot be referenced after the 13th accounting period closes, unless the funds were available and encumbered for a specific project and because of the project the services could not be rendered by the end of the 13th accounting period.
- 4) If your agency has an ongoing project, you must indicate this on your documentation in order for your payment to be made.

Please be sure that everyone understands this process for payments. If you have questions, please call the Accounts Payable HOTLINE at 334-242-4444.