



STATE OF ALABAMA  
Department of Finance  
Office of the State Comptroller

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Thomas L. White, Jr.  
State Comptroller

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Deputy State Comptroller

**MEMORANDUM**

**TO:** All State Agencies

**FROM:** Thomas L. White, Jr.  
State Comptroller

**DATE:** February 13, 2012

**RE:** Material Receipt Change

In an effort to conserve State funds, we are no longer requiring material receipts be attached to invoices submitted to the Comptroller's Office for payment.

Effective immediately, please affix the following statement to each **ORIGINAL** invoice submitted for payment:

*I hereby certify the article(s) and or service(s) listed on this document were received on \_\_\_\_\_ in the proper condition, are the kind and quantity ordered and appropriate purchasing policy and procedures were followed.*

**Received By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Agencies can use a certification stamp or affix a printed label to invoice(s). This new requirement should be implemented immediately, however; this new requirement will be mandatory beginning October 1, 2012.

If you have any questions, please contact Jeanne Kennedy at 334-242-7061 (jeanne.kennedy@comptroller.alabama.gov), Tucker Wilson at 334-242-7057 (tucker.wilson@comptroller.alabama.gov) or Kathleen D. Baxter at 334-242-4857 (kathleen.baxter@comptroller.alabama.gov).

TLWjr/dt