



BOB RILEY  
Governor

JAMES ALLEN MAIN  
Director of Finance

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
OFFICE OF THE STATE COMPTROLLER

RSA UNION  
100 North Union Street, Suite 220  
Montgomery, Alabama 36130-2602  
Telephone (334) 242-7050  
FAX (334) 242-2440

ROBERT L. CHILDREE  
State Comptroller

March 16, 2009

**MEMORANDUM**

TO: All Departments, Agencies and Boards  
ATTENTION: Payroll/Personnel Officers

FROM: Robert L. Childree  
State Comptroller

*RLC*

Subject: New Report – Outstanding Warrants With Issue Date Over 60 Days

Beginning April 1, 2009, a new report will be available online for agency personnel officers to utilize. "The Outstanding Warrants with Issue Date over 60 Days" will provide a listing of all outstanding payroll warrants for your agency which are over 60 days old.

While not required, it is advisable that this report be reviewed monthly and actions taken to resolve any amounts thereon before the warrants are voided. Possible actions may include but are not limited to:

- contacting the payee to make them aware of the outstanding warrant and the time limitation of one year,
- requesting a duplicate warrant if the payee is unable to locate the original.

If you have any questions concerning this matter, please contact the GHRS hotline at 334-242-2188.

RLC/lmc