



STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

RSA UNION

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Director of Finance

ROBERT L. CHILDREE
State Comptroller

October 2, 2002

MEMORANDUM

TO: All State Agencies
Chief Fiscal Officers

FROM: Robert L. Childree *RLC*
State Comptroller

SUBJECT: Voucher Processing

Effective immediately, agencies will no longer be required to send the Audit Control Batch Transmittal Sheet with the batches of vouchers. This is the sheet that has the Batch Number, Date, Grand Total and Release by Comptroller information. The Payment Voucher Audit List will still be required. This sheet contains the Batch Number, Date, a listing of all Vouchers with Vendor Names and amounts, and the Batch Total. This sheet will still be used to verify that the vouchers attached match the vouchers included in the batch listing. Deleted vouchers should be marked off this listing using a red pen. If a voucher is not included but needs to be held in the system, circle the voucher information and put the word HOLD next to the information. Vouchers received in the Comptroller's Office after 3:30 pm will be put in the next days' work.

If you have questions, or need additional information, please contact Kathleen D. Baxter at (334) 242-4857 or kbaxter@comptroller.state.al.us.

RLC/kdb