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ROBERT L. CHILDREE  
State Comptroller

January 6, 2005

**MEMORANDUM**

TO: Chief Fiscal Officers

FROM: Robert L. Childree  
State Comptroller

SUBJECT: Special Payment Vouchers

The Accounts Payable and Administrative Accounting Sections in my office have been inundated with special requests for handling payment vouchers. Due to staff limitations it is impossible for my office to continue processing the number of special non-routine vouchers that are currently being requested. Please be reminded that payments considered to need special processing are payroll-related expenses, certain grant payments, and extreme time-sensitive payments. In the future, it is imperative that agencies limit special requests to these situations. All other requests for special handling will be processed through normal processing timeframe, which is three to four business days.

If your agency has a voucher that must have immediate attention, you must contact Kathleen Baxter at (334)242-4857 or [kbaxter@comptroller.state.al.us](mailto:kbaxter@comptroller.state.al.us), or Lisa Chadwick at (334)242-7061 or [lchadwick@comptroller.state.al.us](mailto:lchadwick@comptroller.state.al.us) to obtain approval. Each request will be handled on a case by case basis.

I appreciate your cooperation in this matter.

RLC: kb