



BOB RILEY  
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ROBERT L. CHILDREE  
State Comptroller

August 21, 2006

**MEMORANDUM**

TO: All State Agencies

FROM: Robert L. Childree *RLC*  
State Comptroller

SUBJECT: Accounts Payable Issues

Effective October 1, 2006, the following procedures must be followed or vouchers will be returned to your Department.

- Per the October 7, 2004 Memo, all land based (not mobile) internet service must be coded to 0700 13 and any charges that exceed \$500 for the year must be on a Purchase Order.
- Charges for Domain Names should be coded to 0800 07.
- All agencies are encouraged to use the current In-State and Out of State Travel Forms. The forms are located at [www.comptroller.state.al.us](http://www.comptroller.state.al.us).
- If you have approval for special voucher processing on a certain day, please look at the suspense file no later than 3:00 pm to ensure that it is scheduled for the next day.
- If you are out of money or know that vouchers will not pay for any reason, do not send vouchers to the Account Payable Section. Please hold until the problem is resolved.
- ISD charges for card keys previously coded to 0900 30 should be coded to 0800 23. The charges are for the services provided not the actual card key.
- I & M charges on the Telecommunications bill should be coded to maintenance 0500 09.

Should you have any questions about this matter, please contact Tucker Wilson at (334) 242-7057 or Lisa Chadwick at (334) 242-7061. Thanks for your cooperation.

RLC/jtw