

# State of Alabama



Department of Finance  
Office of the Comptroller  
Montgomery, Alabama 36130-2602

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TO: Agency Accounting Contacts

DATE: July 24, 2015

SUBJECT: VREQ Screen Update

The following information affects all agencies state-wide. VREQ agency update has been disabled in preparation for conversion to Vendor Self Service (VSS) and STAARS Go Live. This is required in order to keep all files in sync during the VSS conversion process.

For any Vendor changes/adds, please email the request to [vendors@comptroller.alabama.gov](mailto:vendors@comptroller.alabama.gov) or drop off in Suite 268 to Branden Kelley's attention. If there is a new vendor or a change is requested for the 00 suffix, submit a W-9.

Please make all affected accounting staff aware of this change. Contact Branden Kelley at 334-353-4108 or e-mail [Branden.Kelley@Comptroller.alabama.gov](mailto:Branden.Kelley@Comptroller.alabama.gov) if you have any questions.

Sincerely,

Tom White

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