

State of Alabama



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

TO: Track 1 Agency Accounting Contacts

DATE: August 5, 2015

SUBJECT: Important Change – Track 1 Agency Electronic Warrants

Many processes are changing with the implementation of STAARS beginning October 1, 2015. One of these changes is electronic warrants processing and handling. These transactions are typically used for investment activity and/or approved time sensitive payments to meet CMIA requirements.

Current process requires the agency to enter a JV and send or bring the “Request for Electronic Warrant” paperwork to the Comptroller’s Office. In STAARS agencies will enter a MDW1 transaction. The revised “Request for Electronic Warrant” (attached) must be completed by your agency, scanned, and attached to the MDW1 in STAARS prior to submitting it to the Comptroller’s Office for processing.

IMPORTANT: These transactions cannot be submitted to the Comptroller’s Office in STAARS until cash is available. It is imperative that your agency enter in the document description of the MDW1, the type of transaction being accomplished (investment or payment), and the date this transaction should be processed. The requested process date, in the MDW1 description, should match the “requested date to process” on the paperwork. The deadline for processing these transactions each day is 11:00 a.m.

Once you submit the MDW1 to our office, Comptroller staff will review and process your transaction. Workflow will then send this transaction to the Treasurer’s Office and the Treasury staff will complete this process.

If you have any questions, please contact Pam Harris at pam.harris@comptroller.alabama.gov.

Sincerely,

Tom White

Thomas L. White, Jr., CPA

State Comptroller

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STATE OF ALABAMA
DEPARTMENT OF FINANCE
Division of Control and Accounts

REQUEST FOR ELECTRONIC WARRANT
Submit to Comptroller's Office

Agency Name _____

Requested by _____ Phone # _____

Date Requested _____ Scheduled Process Date _____

Amount of Electronic Warrant \$ _____
(Cash must be available before submitting this document)



Investments Debt Service Other (Explanation required)

Explanation: _____

Note: Supporting documentation must be attached to substantiate these payments.



I certify that purchases were received and/or services were performed in the official business of the State of Alabama by the agency named above and are approved for payments.

I, the undersigned hereby certify that the transaction under which this payment is requested is not subject to the requirements of Section 31-13-9(a) and (b), Code of Alabama, 1975, as amended.

I, the undersigned hereby certify that the transaction under which this payment is requested is subject to the requirements of Section 31-13-9(a) and (b), Code of Alabama, 1975, as amended and the proper documentation is on file in the agency.

Authorized Departmental Approval