

State of Alabama



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

TO: Agency Accounting Contacts

DATE: August 21, 2015

SUBJECT: Document Drop Off and Comptroller Security

The Comptroller's Office is improving security on the 2nd floor of the RSA Union Building. All normal ingress and egress corridor doors will be locked and equipped with employee card key access. Equipment is on order. Installation is currently planned the last week of August and first week of September.

Incoming Mail & Document Drop: All incoming mail and documents should be delivered to Mail Room 217. A table has been set up for each type. Comptroller staff will handle internal office distribution.

Please make all agency runners aware of this change. Contact my office if you have any questions.

Sincerely,

Tom White

Thomas L. White, Jr., CPA
State Comptroller

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