

# State of Alabama



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

---

TO: Accounting Contacts

DATE: January 15, 2016

SUBJECT: IMPORTANT CLARIFICATION – FY 15 Purchase Orders, Contracts & Paper Vouchers

Please make all employees in all offices who process transactions aware of this information.

1. FY 15 Close-out Memorandum: Instructions (page 13) stated FY 15 purchase orders and contracts goods and services **received before October 1, 2015** must be paid in the 13th accounting period and coded as 1315
2. During this transition year, 13th accounting period was extended due to system issues. However, all FY 15 transactions for purchase order and contract good and services were not able to be processed as 1315
3. This office will process these **FY 15** transactions during FY 16 as budget fiscal year 15 (BFY 15) with no reference to 1315
4. Payments coded to BFY15 **MUST be on paper vouchers** for all agencies
5. Our office continues to see delays in receiving paper documents for BFY15 payments and Track 3 agencies for FY16 after transactions are entered/interfaced in STAARS. We are not able to process these transactions without paper documents

This process will be reevaluated prior to FY 16 close out memorandum being issued.

If you have questions, call the Accounts Payable HOTLINE 334-242-4444. Manual Users 334-353-5418.

Sincerely,

Tom White