

# State of Alabama



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

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TO: Agency Accounting Contacts

DATE: March 11, 2016

SUBJECT: Board of Adjustment Vendor Invoice Claims for FY15

This information is sent at the request of the State Board of Adjustment. Please forward attached pdf memorandum to all employees who process vendor payments and legal offices who handle Board of Adjustment claims.

Contact the Board of Adjustment if you have any questions.

Sincerely,

Tom White



# STATE OF ALABAMA BOARD OF ADJUSTMENT

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CLAIMS CLERK

March 9, 2016

## MEMORANDUM

TO: State Agencies, Boards and Commissions

FROM: Board of Adjustment

RE: URGENT Vendor Invoice Claims for FY15

Due to the large volume of payment vouchers that could not be processed by the Comptroller prior to closing the books on FY15, this memo provides important guidelines for agencies to make payments to vendors through Board of Adjustment claims. Claims for these unpaid vouchers should be submitted to the Board of Adjustment as soon as possible in order to avoid further delay of payments to the vendors. Following the guidelines below will assist the Board of Adjustment in processing these claims as expeditiously as possible.

Recently a number of claims have been received with multiple payment vouchers to various vendors attached, listing the Comptroller as the agency against which the claim is filed. We are unable to process such claims because the agency, rather than the Comptroller, is the proper "respondent agency" for a Board of Adjustment claim. To assist you in submitting proper claims to Board of Adjustment, please note the following:

- Claims must be made by the original vendor shown on the vouchers against the paying agency.
- If a state agency chooses to assist the vendor by completing the claim form for the vendor, the claim form must still be sent to the vendor for signature and notarization.
- Claims may have multiple vouchers attached to one claim form **only** if the vouchers all show the same vendor and vendor number.
- In order to expedite the payment to the vendor, Board of Adjustment will accept a copy of the approved payment voucher attached to the claim as the agency's consent to payment of the claim, provided that the close of the 13<sup>th</sup> Accounting Period is the **only** reason for the approved voucher having been green slipped.
- Copies of the form for vendor claims can be found at the website: [www.bdadj.alabama.gov](http://www.bdadj.alabama.gov)
- Or follow this link to go directly to the vendor form, which also includes line-by-line instructions: <http://bdadj.alabama.gov/downloads/2015/VendorClaimFormwInstr2-12-15.pdf>