

State of Alabama



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

TO: All Accounting Contacts

DATE: March 30, 2016

SUBJECT: IMPORTANT – Green Slip Transactions Returned for Processing

Please make all affected staff who handle green slips in your organization aware of this important information.

- After a green slip transaction is corrected and resubmitted, e-mail the individual employee who issued the green slip
- The subject line should read: **Green Slip Transaction ID # XXXXXXXXXXXX.**
- This process will help us and your agency regarding green slips

All resubmitted green slip transactions are assigned a new system date. The system is not able to identify a green slip resubmission. This e-mail notice will allow employees to find and process green slips first. We appreciate your cooperation.

Sincerely,

Tom White