State of Alabama

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TO: Agency Accounting Contacts

DATE: May 25, 2016

SUBJECT: IMPORTANT NOTICE – Paying Multiple ITI's with One BOA Claim

Please forward this e-mail to all individuals who process payments for Board of Adjustment (BOA) claims. BOA claims are normally processed as one (1) payment transaction. This is not possible when one (1) BOA claim is approved for multiple ITI's. In order to manage this process, the following procedures will be followed to ensure all ITI transactions related to the BOA claim are paid at one time and not duplicated.

Paying Multiple ITI's With One BOA Claim

A spreadsheet should be drafted with a list of each ITA in sequential number order that is created for the BOA claim and the dollar amount associated. The total of this listing should equal the BOA claim. This spreadsheet must be a separate attachment to each ITA. This will allow our staff to immediately identify there are multiple documents associated with the BOA claim and audit those documents at the same time.

Example:

ITA 16*120 $100
ITA 16*121 $250
ITA 16*122 $75
ITA 16*123 $100
                   $525 BOA CLAIM TOTAL

Each ITA should have 3 attachments as follows:

1. Spreadsheet of listing ITA numbers

2. BOA claim

3. Invoice supporting the particular ITA

If you have any questions, please contact Robyn Coppock @ Robyn.Coppock@Comptroller.alabama.gov or Lindsay Bryant @ Lindsay.Bryant@Comptroller.alabama.gov.

Sincerely,

Tom White