



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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Kay Ivey
Governor

Clinton Carter
Finance Director

Kathleen D. Baxter, PhD, CGFM, CPM
State Comptroller

MEMORANDUM

TO: All Agency Accounting Contacts

FROM: Kathleen D. Baxter
State Comptroller 

DATE: October 11, 2017

RE: Function Code for Hurricane Nate related expenditures

Governor Kay Ivey declared that a State of Emergency exists in the State of Alabama effective as of Thursday, October 5, 2017. Due to the impact of Hurricane Nate on the State of Alabama, the State Emergency Operations Center and their partners were activated on October 5, 2017 and are currently incurring costs.

To track statewide costs of disaster response, the following Function Code has been established in STAARS for Hurricane Nate:

Function Code 2022 - "Hurricane Nate 2017"

All costs (travel, payroll, supplies, etc.) associated with your agency's response should use this function code.

If your agency has costs associated with this incident contact Mike Hudson at mike.hudson@comptroller.alabama.gov and your budget analyst to have the function code set up for your Agency.

If payments have already been made and the function code was not used you will need to do a journal voucher document to reallocate the expenditures to the correct function code.

Thank you for your cooperation and support.