



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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MEMORANDUM

TO: All State Agencies

FROM: Thomas L. White, Jr.
State Comptroller

Michael A. Jones
State Purchasing Director

DATE: December 6, 2013

RE: IMPORTANT CLARIFICATION – Procuring and Paying for Court Reporter Services

Court reporter services are personal services that are subject to §41-16-20, Code of Alabama, 1975, as amended and must be procured through State Purchasing. A Request for Proposals (RFP) cannot be used to procure these services.

Payment for court reporting services for General Liability Trust Fund (GLTF) cases:

- The court reporter services fees will be paid by agency which engaged the court reporter's services for the case. After the court reporter is paid, the agency can request reimbursement from Risk Management GLTF. If the agency is not paying for the services of the Court Reporter, but is purchasing a transcript copy, video, etc. approval of those transactions must be requested from Ms. Loretz at State Purchasing.
- GLTF will establish procedures to process agency reimbursement requests.

For Procurement questions, including approval to purchase a transcript, video, etc, please contact Jennifer Loretz at 334-242-7250. For Payment Voucher questions, please contact Janice A. Hamm, Tucker Wilson or Jeanne Kennedy at 334-242-7057 or 334-242-7061.

TLWjr/MAJ