



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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Thomas L. White, Jr.
State Comptroller

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Deputy State Comptroller

MEMORANDUM

TO: All State Agencies

FROM: Thomas L. White, Jr.
State Comptroller 

DATE: April 18, 2012

RE: Update and Clarification with Agency Distribution Procedures

In order to effectively and efficiently serve State agencies who pick up warrants and payroll and utilize the mailboxes located on the 2nd floor of the RSA Union Building, the Agency Distribution section has updated certain procedures and is taking this opportunity to clarify other issues. Your understanding and adherence to this guidance is greatly appreciated.

As of December 15, 2011, the Indigent Defense portion of the Agency Distribution section became its own division within the Department of Finance. With that move, Agency Distribution staffing was reduced and Ms. Jamie Jackson, Staff Accountant, became supervisor. Ms. Jackson can be reached at 334-353-1285 or by e-mail at jamed.jackson@comptroller.alabama.gov.

Effective immediately, warrant pickup time will be moved to 11:00 AM. This change is due to staffing issues and warrant distribution volume. Please do not send runners or other staff prior to 11:00 AM and request warrants. Due to staff rearrangement of responsibilities in the section, it will be difficult to assist you before 11:00 AM. Should you encounter a problem or have an emergency that requires pick up of warrants prior to 11:00 AM, contact Ms. Jackson directly, at least one day in advance of pick up, in order to receive clearance.

Payroll warrants will not be available until 8:00 AM on your agency's normal payroll warrant pickup day. Again, please do not send runners or other staff prior to 8:00 AM and request payroll.

Agency personnel picking up mail **MUST** use the mailbox combination. The combination should be memorized or be in the possession of the staff person (s) retrieving mail from the designated mailbox. *For the safeguard and security of your agency's mail, the mailbox must be closed and the combination dial spun **ONE FULL ROTATION** before leaving the area.* In no case is the mailbox to be left unlocked for the convenience of the user nor will agency personnel be allowed in the mail distribution area. The mail distribution area is limited to Comptroller staff only.

If you have any questions or concerns, please contact Ms. Jackson at the number provided above.

TLWjr/dt