



BOB RILEY  
Governor

JAMES ALLEN MAIN  
Director of Finance

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
OFFICE OF THE STATE COMPTROLLER

RSA UNION  
100 North Union Street, Suite 220  
Montgomery, Alabama 36130-2602  
Telephone (334) 242-7050  
FAX (334) 242-2440

ROBERT L. CHILDREE  
State Comptroller

July 18, 2005

**MEMORANDUM**

To: All State Agencies  
Chief Fiscal Officers

From: Robert L. Childree  
State Comptroller

Subject: Payment Vouchers batches

Our office is experiencing a large amount of payment voucher batches that have numerous vouchers on hold. Batches should contain vouchers that are ready to be processed. If you have numerous vouchers to be held or deleted in a batch, the vouchers should be rescheduled and reprinted in a new batch.

If you need additional information, please contact Kathleen D. Baxter at (334) 242-4857 or [kathleen.baxter@comptroller.alabama.gov](mailto:kathleen.baxter@comptroller.alabama.gov).

RLC/kdb