



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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MEMORANDUM

TO: Manual Agencies

FROM: Kathleen D. Baxter
State Comptroller

A handwritten signature in black ink, appearing to be 'KDB', written over the name 'Kathleen D. Baxter'.

DATE: October 30, 2018

RE: Shared Services Section

The Comptroller's Office has added a new section, Shared Services. The purpose of the Shared Services section is to help manual agencies with any of their accounting needs. The focus of this section will begin with Accounts Payable. The plan is to gradually take on other accounting areas including Purchasing, Budget, Contracts, Cash Receipts, and Payroll.

Taylor Freeman is the supervisor of the new Shared Services section. Allyssa Klein will be assisting Taylor in this process and all calls should be directed to Allyssa at 334-242-4793 instead of the Accounts Payable Hotline. Additional support staff will be added in the future as needed.

Taylor has the ability to make minor changes on documents that do not alter monetary values in an effort to improve efficiency of processing payment documents.

If there are any questions or concerns, please contact Taylor Freeman at 334-353-2560 or Comptroller--SharedServices@comptroller.alabama.gov.