



Kay Ivey
Governor

Kelly Butler
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State Comptroller

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MEMORANDUM

TO: All Agency Accounting Contacts

FROM: Kathleen D. Baxter
State Comptroller 

DATE: September 4, 2018

RE: Function Code for Tropical Storm/Hurricane Gordon related expenditures

Governor Kay Ivey declared that a State of Emergency exists in the State of Alabama on Tuesday, September 4, 2018. Due to the impact of Tropical Storm/Hurricane Gordon on the State of Alabama, the State Emergency Operations Center and their partners were activated on Tuesday, September 4, 2018 and are currently incurring costs.

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

Function Code 2025 – “Tropical Storm/Hurricane Gordon September 2018”

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 Serena McMurtrey at serena.mcmurtrey@comptroller.alabama.gov 334-242-2275 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.