



Kay Ivey
Governor

Kelly Butler
Finance Director

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Kathleen D. Baxter, PhD, CGFM, CPM
State Comptroller

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MEMORANDUM

TO: All Agency Accounting Contacts

FROM: Kathleen D. Baxter
State Comptroller

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

DATE: March 1, 2019

SUBJECT: Function Code for flooding February 2019 related expenditures

Governor Kay Ivey declared that a State of Emergency exists in the State of Alabama on Saturday, February 23, 2019. Due to the impact of the flooding on the State of Alabama, the State Emergency Operations Center and their partners were activated on Saturday, February 23, 2019 and are currently incurring costs.

To track statewide costs of disaster response, the following Function Code has been established in STAARS for the flooding in February 2019:

Function Code 2028 – “Flooding February 2019”

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 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.

KDB/sm