



Kay Ivey
Governor

Kelly Butler
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MEMORANDUM

TO: All Agency Accounting Contacts

FROM: Kathleen D. Baxter
State Comptroller 

DATE: March 4, 2019

SUBJECT: Function Code for severe weather March 3, 2019 related expenditures

Governor Kay Ivey declared that a State of Emergency exists in the State of Alabama on Sunday, March 3, 2019. Due to the impact of the severe weather on the State of Alabama, the State Emergency Operations Center and their partners were activated on Sunday, March 3, 2019 and are currently incurring costs.

To track statewide costs of disaster response, the following Function Code has been established in STAARS for the severe weather on March 3, 2019:

Function Code 2029 – “Severe weather March 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