MEMORANDUM

TO: All Agency Accounting Contacts

FROM: Kathleen D. Baxter
State Comptroller

DATE: March 17, 2020

RE: Function Code for COVID-19 Pandemic related expenditures


To track statewide costs, the following Function Code has been established in STAARS for the COVID-19 pandemic:

Function Code 2033 – “COVID-19 Pandemic”

All costs (travel, payroll, supplies, etc.) associated with your agency’s response to this public health emergency should use this function code.

If your agency has costs associated with this incident contact Rick Thomas at rick.thomas@comptroller.alabama.gov 334-353-1612 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.