



Kay Ivey  
Governor

Kelly Butler  
Finance Director

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**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

Governor Kay Ivey declared a State of Emergency exists in the State of Alabama on Friday, March 13, 2020. Due to the impending impact of the COVID-19 pandemic on the State of Alabama, the State Emergency Operations Center and their State partners are activated effective March 16, 2020.

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](mailto: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.