



Kay Ivey  
Governor

Kelly Butler  
Finance Director

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**MEMORANDUM**

**TO:** All Agency Accounting Contacts

**FROM:** Kathleen D. Baxter   
State Comptroller

**DATE:** February 27, 2020

**SUBJECT:** Function Code for February 2020 flooding related expenditures

Governor Kay Ivey declared a State of Emergency exists in the State of Alabama on Tuesday, February 18, 2020. Due to the impact of flooding on the State of Alabama, the State Emergency Operations Center and their partners are postured for activation as of February 18, 2020 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 2020:

Function Code 2032 – “Flooding February 2020”

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 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.