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Kathleen D. Baxter, PhD, CGFM, CPM
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MEMORANDUM

TO: All County Officials

FROM: Kathleen D. Baxter 
State Comptroller

DATE: September 27, 2019

SUBJECT: DEADLINE for County Claims

November 8, 2019 is the deadline to submit county claims for reimbursement of expenses incurred October 1, 2018 through September 30, 2019. This notice is issued pursuant to Act 2010-693 (Code of Alabama, Section 41-9-65), which governs the reimbursement of county claims against the State of Alabama.

Questions regarding submitting claims for the end of the fiscal year should be directed to the following:

Election Expense and Board of Registrars:

Kim Butterbaugh kimberly.butterbaugh@comptroller.alabama.gov (334) 242-7073 or

Randy Head, randy.head@comptroller.alabama.gov or (334) 353-9275.

Sheriff Feed Bills, Extraditions and Mental Commitments

Amanda Leger amanda.leger@comptroller.alabama.gov (334) 242-0254 or

Traci Bakke traci.bakke@comptroller.alabama.gov (334) 242-0255.

It is imperative that the requests for reimbursements be submitted as early as possible to ensure that the Comptroller's staff has the time needed to audit, request additional information and process for payment. The end of the 13th accounting period is November 30, 2019 and all payments must be made by that deadline.