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**MEMORANDUM**

TO: All County Officials

FROM: Kathleen D. Baxter  
State Comptroller 

DATE: September 29, 2020

SUBJECT: DEADLINE for County Claims

**November 6, 2020 is the deadline to submit county claims for reimbursement of expenses incurred October 1, 2019 through September 30, 2020.** 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](mailto:Kimberly.Butterbaugh@comptroller.alabama.gov) (334) 242-7073 or

Randy Head [Randy.Head@comptroller.alabama.gov](mailto:Randy.Head@comptroller.alabama.gov) (334) 353-9275

**Sheriff Feed Bills and Extraditions**

[Sheriffs@comptroller.alabama.gov](mailto:Sheriffs@comptroller.alabama.gov)

**Mental Commitments**

[MentalCommitments@comptroller.alabama.gov](mailto:MentalCommitments@comptroller.alabama.gov)

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 13<sup>th</sup> accounting period is November 30, 2020 and all payments must be made by that deadline.