



Kay Ivey
Governor

Kelly Butler
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MEMORANDUM

TO: All Agency Accounting Contacts

FROM: Kathleen D. Baxter
State Comptroller 

DATE: September 25, 2020

SUBJECT: Function Code for Hurricane Sally September 2020 related expenditures

Governor Kay Ivey declared a State of Emergency exists in the State of Alabama on September 14, 2020. Due to the impact of Hurricane Sally during the month of September, the State Emergency Operations and their partners are postured for activation as of September 14, 2020 and are currently incurring cost.

To track statewide costs, the following Function Code has been established in STAARS for Hurricane Sally during September:

Function Code 2036 – “Hurricane Sally September 2020”

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

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

KDB/rt