



STATE OF ALABAMA
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Office of the State Comptroller

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Deputy State Comptroller

MEMORANDUM

TO: All Agency Accounting Contacts

FROM: Kathleen D. Baxter 
State Comptroller

DATE: November 3, 2020

SUBJECT: Function Code for Hurricane Zeta October 2020 related expenditures

Governor Kay Ivey declared a State of Emergency exists in the State of Alabama on October 27, 2020. Due to the impact of Hurricane Zeta during the month of October, the State Emergency Operations Center and their state partners were activated on October 28, 2020 and are currently incurring cost.

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

Function Code 2037 – “Hurricane Zeta October 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