



STATE OF ALABAMA
Department of Finance
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: April 28, 2021

SUBJECT: Function Code for March 2021 storms related expenditures

Governor Kay Ivey declared a State of Emergency exists in the State of Alabama on March 25, 2021. Due to the impact of storms during the month of March, the State Emergency Operations and their partners were activated as of March 25, 2021 and are currently incurring cost.

To track statewide costs, the following Function Code has been established in STAARS for the storms during March:

Function Code 2039 – “March 2021 Storms”

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 these incidents 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