

STATE OF ALABAMA
Department of Finance
Comptroller's Office

www.comptroller.alabama.gov

SPECIAL PROCESSING REQUEST

Special processing of documents should be kept to a minimum and limited to emergency situations. Emergency situations usually exist when a service or contract is about to expire and services will be cut off immediately. Guidance for special document processing is provided in the Comptroller memo from May 5, 2023 and those qualifying emergency situations should be brought to our attention as soon as the agency is aware.

NOTE: Instate travel claims or other travel reimbursements will not be processed special. The only exception is for Advance Travel claims that must be made within 10 business days of the travel event.

AGENCY NAME

DEPT NUMBER

DOCUMENT CODE

DOCUMENT ID

VENDOR NAME

INVOICE DUE DATE

REQUESTOR NAME

REQUESTOR EMAIL ADDRESS

DATE DOCUMENT APPROVED TO COMPTROLLER'S OFFICE

REASON SPECIAL PROCESSING IS NECESSARY