STATE OF ALABAMA

Department of Finance

Office of the Director

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Kay Ivey
Governor

Kelly Butler
Director of Finance

MEMORANDUM

To: All Agency Directors
From: Kelly Butler, Director of Finance
Date: March 16, 2020
Re: Department of Finance Continuation of Operations

On Friday, March 13, 2020, Governor Kay Ivey declared a state of emergency in response to the pandemic outbreak of Coronavirus (COVID-19). As always, the health and safety of state employees is our top priority. Therefore, many Finance Department employees will be working remotely or utilizing flexible work schedules pursuant to Governor Ivey's March 15, 2020 memorandum. I want to assure you that the Department is prepared to maintain all operations during this time and payroll, purchasing, and payables will be handled per our regular procedures.

We expect that agencies will experience urgent needs for purchasing goods and services and processing invoices for payment. Please call for assistance with urgent needs. Non-urgent requests are to be entered in the usual manner and will be processed as quickly as possible. If you experience difficulties with any transaction, please call for assistance. Below are phone numbers for each service division in the Department of Finance.

The Department of Finance is committed to taking the necessary steps to support our state agencies in this challenging time.

State Comptroller	(334) 242-7063
Executive Budget Office	(334) 242-7230
State Purchasing	(334) 242-7250
State Business Systems	(334) 353-5419
Risk Management	(334) 223-6120
Debt Management	(334) 353-3328
Construction Management	(334) 242-3727
Leasing Management	(334) 242-1822
Facilities Management	(334) 353-5355
Office of Indigent Defense Services	(334) 590-3640