



STATE OF ALABAMA
Department of Finance
Division of Purchasing

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Kay Ivey
Governor

Clinton Carter
Finance Director

Michael A. Jones
State Purchasing Director

Jerry W. Young
State Purchasing Deputy Director

October 20, 2017

To: All State Agencies

State Purchasing is working with the Comptroller's Office to make the close of FY 2017 as seamless as possible. Agencies must obtain all of their approvals and have their FY 2017 modifications submitted to State Purchasing no later than 5:00 pm Thursday November 9, 2017. Any FY 17 modifications received after this date they will be rejected back to the agency. You will then need to file a claim with the Board of Adjustments to pay vendor(s). These dates apply to all agencies including manual agencies.

Please contact Terri Cole at terri.cole@purchasing.alabama.gov if your modification(s) require an override. Once the override has been applied you may proceed with your in-house approvals.

Sincerely,

A handwritten signature in black ink that reads 'Michael A. Jones'.

Michael A. Jones