

# Memorandum

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TO: All State Agencies

FROM: Glen B. Gainer III  
State Auditor *Glen B. Gainer III*

DATE: January 3, 2005

RE: Fees Imposed for Special Requests

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Please be advised that effective January 18, 2005, the transaction fee will increase for special payment requests. Requisitions for payments to be processed as a "walk through" or manual warrant will be charged \$5.00 per transaction. This charge will appear on your monthly billing of transaction fees and will be identified as a penalty fee.

All requests for "walk through" or manual warrant are to be made through the Auditing Division director or section manager. Special requests for payroll transactions should be directed to the Payroll Division. All requests must be submitted in writing via memo or email.

If you have any questions regarding this matter, please contact Lisa Comer, 558-2261, extension 2163.

GBGIII:cc