Accounts Payable

Emergency Request Procedures

Vouchers $2,000 or Greater and Control Groups

For consideration to expedite the review of vouchers by Division of Accounts (DOA) Statewide Accounts Payable staff outside the normal 3-day process, the procedures below must be followed:

1. Emergency requests must be emailed to [Joshua.Bare@tn.gov](mailto:Joshua.Bare@tn.gov) and include:
   1. Justification for the emergency
2. The following individuals must be copied on the email:
   1. Agency’s DOA Controller
      1. If your agency does not have a DOA Controller, copy your agency’s Fiscal Officer
   2. [Christy.Payne@tn.gov](mailto:Christy.Payne@tn.gov)
   3. [Sherita.Woods@tn.gov](mailto:Sherita.Woods@tn.gov)
3. The subject line of the request must include:
   1. “EMERGENCY AP VOUCHER REQUEST” or “EMERGENCY CONTROL GROUP REQUEST”
   2. Business Unit and Voucher number/Control Group
      1. Example: EMERGENCY AP VOUCHER REQUEST 31799 V 00022222
      2. Example: EMERGENCY CONTROL GROUP REQUEST 31799 Group 0000000456
4. **Do not** copy any other DOA – Statewide Accounts Payable staff members
5. If these procedures are not followed, the processing of the request will be delayed
6. A response to the emergency request will be sent within 1 business day
   1. Justification to be reviewed by DOA – Statewide Accounts Payable on a case-by-case basis