

Katie Hobbs
Governor



Elizabeth
Alvarado-Thorson
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR
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(602) 542-1500

DATE: May 2, 2023

TO: Assistant Directors and Registered APP Users

FROM: Elizabeth Alvarado-Thorson, Director
Ed Jimenez, State Procurement Administrator
Jacob Wingate, Chief Financial Officer

RE: ADOA FISCAL YEAR-END PROCUREMENT CLOSING PROCEDURES

Your cooperation with the established deadlines is crucial to a successful year-end close and budget reconciliation. With the ongoing global supply chain issues, it is important to consider the extended lead time of orders for some commodities, as this could impact your agency's FY24 budget. To allow sufficient time to complete the procurement process within this Fiscal Year's allowances, we are publishing the following procurement process deadlines:

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|----------------------|---|
| May 12, 2023 | To ensure use of budget fiscal year (BFY) 23 appropriations and funding, requisitions (on or off-contract) for commodities that are known to have extended delivery lead times must be placed, regardless of dollar amount. |
| May 19, 2023 | Off-Contract Requisitions for FY23 greater than \$100,000 <u>NOT</u> under a current contract |
| May 26, 2023 | Off-Contract Requisitions for FY23 \$10,000 to \$100,000 <u>NOT</u> under a current contract |
| June 9, 2023 | Off-Contract Purchase Orders for FY23 less than \$10,000 <u>NOT</u> under a current contract |
| June 16, 2023 | Contract Releases (products/services must be received by June 30)
P-Card purchases up to \$1,000 (products/services must be received by June 30) |

Reminders:

Please note the following reminders throughout the close of FY23:

- For purchases using appropriated funds, in order to be paid from the BFY23 budgets, all goods and services must be received by June 30, 2023 (unless otherwise approved by the ADOA Director or ADOA Chief Financial Officer). Without this approval, any goods or services received on or after July 1st, 2023 will be paid for using BFY24 budgets.
- Without the approval of the ADOA Director or ADOA Chief Financial Officer, any purchase that is received after June 30, 2023, will be paid against your BFY24 budgets. This includes purchases made with the P-Card. There will not be a 13th month/period to process FY23 payments. Administrative adjustments can be processed the first day the accounting system is available in July.
- Off-Contract Requisitions will be processed when they are received in the Arizona Procurement Portal (APP), in the following priority order:
 - Requisitions for Emergency Procurements, as defined by A.R.S. § 41-2357 and A.A.C. R2-7-E302, will be processed first. Please identify purchase requisitions for emergencies by placing “EMERGENCY” prominently on the purchase requisition along with a brief description of the circumstances, contact information, and any attachments. NOTE: The desire to expend monies before the end of the fiscal year does not qualify as an emergency.
 - Requisitions for BFY23 appropriated funds
 - Requisitions for BFY23 non-appropriated funds
- Off-Contract Requisitions are not required for:
 - Intra-Departmental transfers between ADOA Divisions
 - Inter-Departmental transfers between ADOA and other Agencies
- All invoices that are to be paid as administrative adjustments for goods or services received or completed before July 1, 2023, shall be sent directly to the ADOA Accounting Manager for processing. The following information will be required for processing:
 - Invoice approved by an authorized signer
 - The packing or receiving slip with the date received or statement from the person receiving the goods or services verifying the receipt or completion date

- Requests for administrative adjustments for goods or services received or completed after June 30, 2023, must be made in writing to the ADOA CFO. Requesters should complete an unsigned, draft version of the GAO Administrative Adjustment Request Form. After reviewing the request, the ADOA CFO will submit the request to the State Comptroller on behalf of the requester.
- Regardless of date of receipt or completion, all administrative adjustments must be encumbered prior to June 30, 2023 (including change orders).

Please contact SPO at 602-542-5511, if you have any questions regarding this memo or any other purchasing issue related to the fiscal year closing.

- Manual Purchase Order Closures:
 - Effective immediately, new procedures are in place for manual purchase order closure processing. It is imperative that all state agencies follow the proper procedures to avoid any delays in processing timeframes.

Please note that failure to follow the proper procedures may result in delays in processing timeframes, which can have serious consequences for our agency and the individuals we serve.

More information on this process can be found [HERE](#)

Please contact SPO at 602-542-5511, if you have any questions regarding this memo or any other purchasing issue related to the fiscal year closing.