

**From:** procure  
**Sent:** Wednesday, June 06, 2012 5:12 PM  
**To:** procure  
**Subject:** PROCUREAZ TRAINING ALERT - Approving Reqs/POs in ProcureAZ CBT Training

### ProcureAZ Training Alert

**Date:** June 6, 2012  
**To:** Agency Technical Leads and User Group Members  
**From:** ProcureAZ Help Desk  
**Re:** Approving Requisitions and POs CBT Training

The following ProcureAZ training course is now available as a CBT through HRIS:

#### **ADSP0220C Approving Reqs/POs in ProcureAZ**

This class provides basic instruction for approving requisitions and purchase orders in ProcureAZ. **Passing ADSP0200 or 200C Basic Navigation is a prerequisite for this course.**

To register log in to HRIS ([https://portal.hris.azdoa.gov/CES/ces\\_login.jsp](https://portal.hris.azdoa.gov/CES/ces_login.jsp)), go to Employee Training, select Registration by Category, select ADOA Courses, then scroll through the list to find ADSP0220C Approving Reqs/POs in ProcureAZ. Click on ADSP0220C and register for Session 2012.

Questions should be directed to the Help Desk at 602-542-7600 or [procure@azdoa.gov](mailto:procure@azdoa.gov).

Please forward this alert to ProcureAZ users in your agency you feel will be interested in training.

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PROCUREAZ HELP DESK  
602-542-7600  
[procure@azdoa.gov](mailto:procure@azdoa.gov)

PROCUREAZ ALERTS are available  
online at <http://spo.az.gov>