

ProcureAz Alert

Date: August 10, 2015

To: Agency ProcureAz Users

From: ProcureAz Help Desk

Re: Arizona Correctional Industries and Arizona Industries for the Blind Contracts are Now P-Card Enabled

The following ACI and AIB contracts are now P-Card enabled:

AZ Correctional Industries	AZ Industries for the Blind
ADSPO15-087910 - Linens	ADSPO13-026725 – Document Imaging
ADSPO12-013874 - Furniture	ADSPO13-026731 – Media Sanitization
ADSPO14-065140 – Engraved Products	ADSPO14-070164 – Invoice Processing
ADSPO14-069815 – Bedding Products	
ADSPO15-086675 – Signage/Decals, Plaques	
ADSPO14-069824 – Cardboard File Boxes	

Per GAO, Agencies that wish to create purchase orders in ProcureAz for goods purchased from Arizona Correctional Industries (Department of Corrections) and Arizona Industries for the Blind (Department of Economic Security) should use the “P-Card Enabled” check box on the requisition/purchase order to suppress sending an encumbrance document to AFIS. Invoice payments for these goods cannot be made using ProcureAz – they must be made via transfer in AFIS. For more information please reference “Process an Internal Exchange – Automated Transfer Document (IETAT)” at <https://gao.az.gov/sites/default/files/Process%20an%20IETAT.pdf>

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