

## ProcureAz Alert

**Date:** February 3, 2016

**To:** All ProcureAz Users

**From:** State Procurement Office

**Re:** Stuck Documents Unlocked

Documents locked in a pending status over the past two days (2/1/16, 2/2/16) in ProcureAZ have been unlocked. The large number of documents prevented the Help Desk from removing the yellow warning messages from each one.

Please check the Requisitions, Purchase Orders, Change Orders and Receipts that were stuck – there should be actionable buttons at the bottom of each tab now.

Please wait to process invoices until we have checked that those documents are not already in AFIS.

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email [procure@azdoa.gov](mailto:procure@azdoa.gov).

Thank you!