

ProcureAz Alert

Date: September 16, 2016
To: State Agencies
From: ProcureAZ Help Desk
Re: "Stuck" Documents will be Unlocked Tonight 9-16-16

Documents locked in a pending status in ProcureAZ will be unlocked tonight after close of business.

- **Using List & Approve to approve documents as a PROXY APPROVER will lock the documents you are trying to approve.**

As of this morning the following agencies had locked documents:

Agency	Nbr of Reqs
ADOA (BSD)	1
ADOT	1
MIA	1
Grand Total	3

The list of specific documents is attached. A follow up email will be sent after the unlock process is complete. If requisitions have processed through to POs that have been sent to their respective vendors, the warning message is still present and will be removed.

The next **scheduled** evening to unlock documents is Friday, September 23rd. If significant system performance issues occur prior to that date the process will be run sooner.

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

Thank you!

PROCUREAZ HELP DESK
602-542-7600
procure@azdoa.gov

Agency	Dept	Req Nbr	Est Cost
ADOT	DT3ENFSW	ADOT17-00477743	\$ 199.86
MIA	MIA	ADSP017-00477274	\$ 82.96
ADOA	BSD	ADSP017-00477384	\$ 26,930.00