

## ProcureAz Alert

**Date:** September 30, 2016  
**To:** State Agencies  
**From:** ProcureAZ Help Desk  
**Re:** "Stuck" Documents will be Unlocked Saturday Night 10-1-16

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Documents locked in a pending status in ProcureAZ will be Saturday night 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
ADHS	3
ADJC	1
ADOA	1
ADOC	3
<b>Grand Total</b>	<b>8</b>

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, October 7<sup>th</sup>.** 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](mailto:procure@azdoa.gov).

Thank you!

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

<b>Agency</b>	<b>Dept</b>	<b>Req Nbr</b>	<b>Est Cost</b>
ADHS	PHPREP	ADHS16-00481367	\$ 427.91
ADHS	PHPREP	ADHS17-00482314	\$ 2,142.97
ADHS	PHPREP	ADHS17-00482333	\$ 591.87
ADJC	HS	ADJC17-00479059	\$ 2,620.20
ADOA	ASET	ADSP017-00482572	\$ 64,480.00
ADOC	ASPCT	ADOC17-00482403	\$ 472.63
ADOC	ASPCT	ADOC17-00482423	\$ 28.08
ADOC	ASPCT	ADOC17-00482427	\$ 28.00