

## ProcureAz Alert

**Date:** October 3, 2016  
**To:** State Agencies  
**From:** ProcureAZ Help Desk  
**Re:** "Stuck" Documents Unlocked Saturday 10-1-16

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The list of specific documents unlocked on Saturday, October 1st, is attached with comments on the state of each one. The following agencies have documents that may now be processed:

| Agency             | Nbr of Reqs |
|--------------------|-------------|
| ADHS               | 3           |
| ADJC               | 1           |
| ADOA               | 1           |
| ADOC               | 3           |
| <b>Grand Total</b> | <b>8</b>    |

The next **scheduled** evening to unlock documents is Friday, October 7th. If significant system performance issues occur prior to that date the process will be run sooner.

- If you have the same documents showing up as locked for multiple weeks, it is likely caused by a known defect when list & approve is used by a proxy user instead of approving documents on the Summary tab individually.

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)

| Agency | Dept   | Req Nbr          | Est Cost     | Comments                          |
|--------|--------|------------------|--------------|-----------------------------------|
| ADHS   | PHPREP | ADHS16-00481367  | \$ 427.91    | Ready for next approver           |
| ADHS   | PHPREP | ADHS17-00482314  | \$ 2,142.97  | Ready for next approver           |
| ADHS   | PHPREP | ADHS17-00482333  | \$ 591.87    | Ready for next approver           |
| ADJC   | HS     | ADJC17-00479059  | \$ 2,620.20  | Ready for next approver           |
| ADOA   | ASET   | ADSP017-00482572 | \$ 64,480.00 | Already gone to PO in Sent status |
| ADOC   | ASPCT  | ADOC17-00482403  | \$ 472.63    | Ready for next approver           |
| ADOC   | ASPCT  | ADOC17-00482423  | \$ 28.08     | Ready for next approver           |
| ADOC   | ASPCT  | ADOC17-00482427  | \$ 28.00     | Ready for next approver           |