**Date**:     November 4, 2016

**To**:          State Agencies

**From**:    ProcureAZ Help Desk

**Re**:         "Stuck" Documents will be Unlocked Tonight 11-4-16

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** |
| ADOC | 1 |
| AHCCCS | 7 |
| **Grand Total** | **8** |

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. We are unable to remove warning messages from receipts.

The next **scheduled** evening to unlock documents is Thursday, November 10th. 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!

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**PROCUREAZ HELP DESK**

602-542-7600

procure@azdoa.gov