



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

TECHNICAL BULLETIN No. 023

TITLE **ProcureAZ Receiving**
REVISION **Number 1**
DATE **October 1, 2011**

I. Authority

A. Applicable Statute

A.R.S. § 41-2511 Authority of the Director

A.R.S. § 41-2512 Delegation of Authority by the Director

B. Applicable Code

A.A.C. R2-7-208 Authorization of Electronic Transactions

II. Definitions

A. ProcureAZ. The official designated state electronic procurement system.

III. Policy

A. A receipt shall be created in ProcureAZ for each received shipment of goods or service deliverables provided within twenty-four (24) hours of receipt.

B. Support documentation (e.g. packing slip, bill of lading, and invoice) shall be scanned and attached to the receipt into ProcureAz. Hard copies of documents are not required to be retained.

C. Accounting shall perform a 3-way match between the PO, Receipt and Invoice to ensure only received goods and services are paid for by the State.

This Technical Bulletin is hereby authorized and effective
this 1st day of October, 2011, unless otherwise revised or repealed.

Jean A. Clark, FNIGP, CPPO, CPPB, C.P.M.
State Procurement Administrator