



State of Arizona Accounting Manual

Topic 00 General Information

Issued 07/01/15

Section 10 **Electronic Distribution of GAO Official
Notifications, Forms and Policy Statements**

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INTRODUCTION

Official GAO notifications, policy statements, and forms—whether they deal with accounting, payroll or other matters—are an important method of communicating information to State agencies and standardizing State administrative and financial operations.

To take advantage of available technology, GAO notifications, policy statements and forms are published directly and exclusively to the GAO Website at <https://gao.az.gov/>.

POLICY & PROCEDURES

1. The posting of notifications, forms and policy statements constitutes their official publication.
2. Notifications, forms and policy statements forms may be downloaded from the GAO Website and reproduced by agencies as needed.
3. Responsible parties must be familiar with notifications, forms and policy statements as of the date of their publication on the GAO Website. To facilitate familiarization, the GAO has established an automated method to alert responsible parties of the publication of notifications, forms and policy statements. To take advantage of this:
 - 3.1. Go to the GAO Website.
 - 3.2. Click on “Register for Updates” and enter the information requested.
 - 3.3. Registrants will automatically be informed by email of any newly published official notification, forms and policy statements or substantive changes to them.
 - 3.4. If the email address of a responsible party changes, he should return to the GAO Website and make the necessary changes using the “Register for Updates” utility.
4. Each agency must have at least one (1), but is likely to have more than one (1) responsible party who is to “Register for Updates.”
 - 4.1. If there is only one (1) person at an agency who is the responsible party, typically the agency head, he must register to receive at least updates for GAO Policy & Procedures.

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- 4.2. If the agency has a CFO or chief accountant, he must register to receive updates for GAO Policy & Procedures as well as CFO Meetings & Communications, GAO Financial Reporting, as well as Statewide Payroll & Related Information.
- 4.3. If any agency personnel travel on State business:
 - 4.3.1. The agency CFO and whoever approves their travel must register for Travel Policies & Procedures.
 - 4.3.2. Any agency personnel likely to travel should register for Travel Policies & Procedures.
- 4.4. Other update categories include:
 - 4.4.1. Arizona Financial Information System (AFIS).
 - 4.4.2. GAO Projects Updates.
 - 4.4.3. GAO Training and CPE Events.
- 4.5. While only one (1) person in an agency is required to register for updates and that person is required to register for GAO Policies & Procedures, it is recommended that any person in the agency whose duties involve any of the listed categories register to receive updates for that category.
- 4.6. Agencies should encourage contractors with whom they deal to register for any categories of interest.
5. Agency heads should direct newly designated responsible parties to register with the GAO Website.
6. If the GAO Website is down for any significant period (i.e., more than two (2) hours) and policy or related information is required, please telephone or email the appropriate unit in the GAO to receive guidance.