Arizona Department of Administration ▪ General Accounting Office

State of Arizona Accounting Manual

INTRODUCTION

The GAO issues many paper-based (if not actual paper) and digitized forms; some of these forms are mentioned in other sections of SAAM and others are not. These forms are available at https://gao.az.gov/publications/forms or https://gao.az.gov/payroll-rasl/payroll-guide or possibly, depending on their use, other locations on the GAO Website.

The GAO also has varying management and/or oversight responsibilities related to several statewide automated systems that contain related to payroll, procurement, purchasing, travel, etc. These systems also contain input screens, generally referred to as electronic forms.

When used in this policy statement, the term "form" refers to any standardized input methodology, including paper, digitized or electronic forms, over which the GAO has management or oversight jurisdiction.

The primary purposes of a form include: providing users a convenient way to enter data and conduct business with the State; standardizing the information collected and retained with related to the business processes of the State; saving agencies time and money by providing a framework within which to enter information.

POLICY

1. When available, a form, as described above, <u>shall</u> be used to collect business related information.

2. Agencies <u>may</u> use their own versions of paper-based and digitized forms provided that such forms contain <u>all</u> of the information required by the corresponding forms issued by the GAO.

3. Instructions, directions, certifications, field prompts and identifiers that are contain on or associated with a form constitute extensions of State policy and must be followed to properly complete a form.