



# State of Arizona Accounting Manual

Topic 00 General Information  
Section 08 Standardized Input

Issued 09/10/18  
Page 1 of 2

## Required by the General Accounting Office

---

### 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-ras/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 information 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 related to the business processes of the State that is collected and retained; saving agencies time and money by providing a framework within which to enter information.

### POLICY

1. When available, a form, as described above, shall be used to collect business related information.
2. Agencies may use their own versions of GAO paper-based and digitized forms provided that such forms:
  - 2.1. Contain all of the information required by the corresponding forms issued by the GAO.
  - 2.2. The use of such forms has been approved by the GAO.
3. Drafts of contemplated agency-specify versions of GAO forms must be sent to [gaopolicy@azdoa.gov](mailto:gaopolicy@azdoa.gov) for approval before being adopted for use by an agency.

# State of Arizona Accounting Manual

Topic 00 General Information  
Section 08 **Standardized Input**

Issued 09/10/18  
Page 2 of 2

## **Required by the General Accounting Office**

---

- 3.1. Agencies should allow for ten (10) business days to receive a response to their requests for approval of an agency-specific form based upon a GAO form.
4. Instructions, directions, certifications, field prompts and identifiers that are contained on or associated with a form constitute extensions of State policy and must be followed to properly complete a form.