



State of Arizona Accounting Manual

Topic 45 Expenditures, Expenses and Disbursements
Section 50 Manual Disbursements through AFIS

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INTRODUCTION

Disbursements to vendors are produced as a result of payment requests to satisfy claims against the State for the delivery of goods or services. Most disbursements to vendors are generated in the normal course of business as a product of a series of entries that were initiated in APP or AFIS. While many, if not most, of these disbursements are completed by other means such as ACH or payment cards (P-Card, ETC and CTA), circumstances may arise that require circumventing normal procedures and issuing a paper warrant to a vendor virtually upon demand.

POLICY & PROCEDURES

1. Under conditions that justify it, a vendor claim may be paid with a paper warrant, a "handwrite," produced on an emergency basis, circumventing normal payment procedures.
2. The GAO will review requests for vendor handwrites on a case-by-case basis.
3. Generally, requests for handwrites should be avoided.
 - 3.1. Because they vary from normal procedures, handwrites are inherently inefficient and costly.
 - 3.2. Many, if not most, handwrites could be avoided through better planning and/or communication with vendors and/or modifications to contract terms.
4. Requests for handwrites are to be emailed to afis.operations@azdoa.gov.
 - 4.1. The subject line of the email request must read "Request for Vendor Manual Disbursement."
 - 4.2. The email must come from or have attached a request signed by the requesting agency's head, deputy head or chief financial officer.
 - 4.3. Requests must be received not later than 2 p.m.
 - 4.4. The request must contain:
 - 4.4.1. The name of the payee.
 - 4.4.2. The amount of the handwritten warrant requested.

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- 4.4.3. The reason why a handwritten warrant is required (i.e., why a two days' delay in payment is unacceptable, why the payment could not or was not requested in time to allow normal processing, etc.).
- 4.4.4. Information available relating to the payment request that has been entered into AFIS.
- 4.4.5. Who should be notified if the request has been approved or denied and how that notification should be made.
5. Requests for vendor handwrites will be forwarded to the State Comptroller or his designee for review and, if applicable, approval.
6. Requestors will be notified when a determination has been made and if and when the handwrite is or will be available.
7. All of the following conditions must be met before a vendor handwrite can or will be produced:
 - 7.1. There must be a sufficient cash balance in the fund upon which the warrant will be drawn.
 - 7.2. There must be sufficient appropriation balance if the warrant is being drawn upon an appropriated fund.