



State of Arizona Accounting Manual

Topic 65 Procurement and Purchasing
Section 15 **Security Roles for
Accounts Payable in ProcureAZ**

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INTRODUCTION

ProcureAZ is the State's central procurement system; it supports—among other functions—bidding, vendor registration and the initiation of vendor payments through its integration with AFIS.

Those with an appropriate user role and authority can initiate vendor payments in ProcureAZ.

Because procurement and payment involve different types of internal control issues, security for these processes is handled by different organizations. Security related to most procurement functions is administered by SPO or an agency to which SPO has granted appropriate authority; security related to payment functions is administered by GAO Security.

This section of SAAM sets forth the policies and procedures necessary to acquire the ability to initiate and/or approve payments within ProcureAZ.

POLICIES

1. Security for ProcureAZ functions other than those related to the initiation or approval of payments is administered by SPO or by an agency to which SPO has granted appropriate authority.
2. Security for the ProcureAZ function related to the initiation or approval of payments is administered exclusively by GAO Security.
3. The specific functions in ProcureAZ related to the initiation or approval of payments are:
 - 3.1. The AP User role, which enables an individual to initiate payments to a vendor.
 - 3.2. The AP Supervisor Role, which enables an individual to approve payments to a vendor.
4. A payment can be neither initiated nor approved unless the following conditions have been met:
 - 4.1. The relevant purchase order has been approved in ProcureAZ.

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- 4.2. The relevant purchase order has been transmitted to a vendor (i.e., the status of the purchase order in ProcureAZ shows "Sent").
 - 4.3. A receipt, relevant to the transaction, has been recorded in ProcureAZ for an amount greater than or equal to the amount of payment being initiated or approved.
 5. Approved payment data will be transmitted from ProcureAZ to AFIS. AFIS will subsequently issue a payment to a vendor, provided that other conditions necessary to effect a disbursement (sufficient cash and spending authority, etc.) have been met.
 6. To request the role of AP User or AP Supervisor, a properly completed Form GAO-3Z must be forwarded to GAO Security at gaosecurity@azdoa.gov; the Form GAO-3Z is available on the GAO Website at <https://gao.az.gov/publications/forms>.
 - 6.1. Before the role of either AP User or AP Supervisor may be granted, the user must have a valid ProcureAZ Login ID and Password. ProcureAZ Login IDs and Passwords are issued by SPO or by agencies to which SPO has granted appropriate authority.
 - 6.2. An individual's ProcureAZ Login ID is typically his State of Arizona work email address.
 7. Once the role of AP User or AP Supervisor has been granted, an applicant will may lose other roles incompatible with appropriate internal controls.
 - 7.1. A list of incompatible roles is contained on the instructions page that accompanies the Form GAO-3Z.
 8. Inquiries concerning this policy may be directed, as appropriate, to:
 - 8.1. ProcureAZ Helpline: 602.542.7600, option #4.
 - 8.2. GAO Security: 602.542.5600; or gaosecurity@azdoa.gov.