ARIZONA
DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING

Warrant Copy Request

Instructions

- The Form Completion and Authorization section are to be completed prior to form submission.
- The "Authorized by" piece must be completed by an Accounts Payable (AP) Manager.
- Once completed, choose one of the following methods to submit the form:
  - Email the form to the GAO AFIS Operations Group at: AFIS.Operations@azdoa.gov.
  - Fax the form to (602) 542 - 7066.
  - Mail the form to:

    Arizona Department of Administration
    General Accounting Office – AWR
    100 N. 15th Avenue, Suite 302
    Phoenix, AZ 85007

Requestor Information

Agency

Requestor Name | EIN

Phone Number | Email | Date

Warrant Information

Nine Digit Warrant #	Issue Date	Payee	Cleared Date*	Amount

**Per AFIS Screen PDCHK*

Form Completion and Authorization

Completed by	Authorized by
Signature	Signature
Name	Name
EIN	EIN
Date (Month / Day / Year)	Date (Month / Day / Year)