

## Relief Bill Processing Instructions

A.R.S. § 35-191.C. provides the statutory authority for submission to the legislature of unpaid claims that are more than one fiscal year old, but less than four fiscal years old. During the next session of the legislature, any unpaid claims for goods or services received during this time frame provided by A.R.S. § 35-191.C will be considered for inclusion in the Relief Bill.

Prior year claims of \$300 or less should not be included in the Relief Bill. They should be handled per A.R.S. § 35-191.D. as follows: “A claim of three hundred dollars or less from a prior fiscal year presented for payment by June 30 of the fourth subsequent fiscal year may be paid out of an available current year appropriation of the budget unit if the claim is determined to be in the best interest of this state and is approved by the director of the department of administration.” The \$300 limitation is per vendor and fiscal year but **not per invoice**. Requests must be addressed to the Director of the Department of Administration and submitted to the State CFO in writing for consideration.

The appropriation line item from which the claim is to be paid must have a reverted balance sufficient to pay the claim. Claims will not be considered for inclusion in the Relief Bill by the GAO unless there is sufficient reversion. If the reverted balance is insufficient or if there was no reversion in the appropriation line item, the agency may present the claim to the legislature as a supplemental appropriation request.

Claims that meet Relief Bill criteria must be clearly identified as Relief Bill items and attached to a BGA90 document along with any other supporting documentation. The BGA90 document must be submitted electronically to the GAO. Agencies must provide an explanation of why the claim(s) was/were not paid in a timely manner to be considered for inclusion in the Relief Bill. Supporting documentation must be sufficient to verify the order date and receipt date of merchandise or services.

## Procedure

- A. **BGA90 Document Creation** - In AFIS, create a BGA90 document. The BGA90 document ID must be in a specific format as follows: RELIEFyyAGY. **yy** = the last 2 digits of the current fiscal year. **AGY** = your agency 3 digit AFIS code. All Relief Bill appropriation loads need to contain at least two lines. The first line will be to enter the Relief Bill appropriation budget. The following line(s) will be to track the cumulative carry forward Relief Bill amounts for each appropriation/fund group per year. Appropriations should be entered using the following guidelines:

### **Level 1: Appropriation and Allotment Section For the Relief Bill appropriation budget line(s):**

Action = New

Event Type = BG01

Start date = date BGA90 document is keyed

End date = 06/30/20YY (include an additional year for an administrative adjustment period)

Budget FY = enter the current fiscal year as the Budget FY

Fiscal Year = enter the current fiscal year

Fund Group = fund group of the original appropriation of which the claim would have been paid out of

Appr Category = RELIEF

House Bill Number = Relief Bill (this will later be changed once the bill is signed by Governor and chaptered by the Secretary of State)

**For the carry forward tracking amount line(s)**

Action = Modify  
Event Type = BG04  
Start date = leave blank  
End date = leave blank  
Budget FY = year the claim relates to  
Fiscal Year = enter the current fiscal year  
Fund Group = fund group of the original appropriation of which the claim would have been paid out of  
Appr Category = appr category that would have been used to pay the claim  
House Bill Number = leave blank

**Allotments Section**

**For the Relief Bill appropriation budget line(s):**

Load periods 1 – 5 with period 3 at 100% as an increase, the rest at 0%

**For the carry forward tracking amount line(s):**

Do not load any allotments – leave blank

For more information on processing BGA90 documents in AFIS, please refer to the Budgetary Control Training Guide located on the following website: <https://gao.az.gov/training/afis-training-resources>

- B. **Claim Processing** - Once the Relief Bill is signed by the Governor and chaptered by the Secretary of State, the GAO will approve the BGA90 documents and then notify the agencies to process their claims. The agencies will then enter a departmental budget and an encumbrance, if needed, and a payment transaction in AFIS.

When entering the payment transactions in AFIS, the appropriation number used to pay the claim(s) must be RELIEF, the fund number must match the fund authorized by the law, the object code must be related to the claim, and the BFY must be the current fiscal year.

**Agencies will have one month from the BGA90 approval date to finalize all payment transactions.**

For more information on processing encumbrance and claim documents in AFIS, please refer to the Accounts Payable Training Guide located on the following website: <https://gao.az.gov/training/afis-training-resources>

If you have any questions or require additional information, please contact the GAO Budget Team at GAOAFR@azdoa.gov.