

FY25 Appropriation Load & Allotment Instructions

General appropriation act and capital outlay appropriation loads must be entered in AZ360 and submitted to the GAO for processing using a BGA60 document.

Appropriations must be processed as follows:

- General appropriations act, supplemental loads and capital outlay are to be entered on separate BGA60 documents. Appropriation and Allotment Budget Documents (BGA60) entered and submitted through AZ360 to the GAO will be reviewed on a first come, first serve basis.
- It is recommended that the Header section of the BGA60 is left blank. Historically, dates entered in the Header section would override dates in the Budget Level 1 section of the BGA60 document when the validate button was clicked.
- All appropriations should be entered as the full amount enacted.
- Appropriations should be entered using the following guidelines. The below examples relate to FY25 appropriations. The fields should be adjusted accordingly to reflect the proper dates, descriptions and house bill reference, depending on the Fiscal Year and bill.

Appropriation and Allotment Level section for Type 1;

Start date = 07/01/2024 (first day of FY)

End date = 06/30/2026 (last day of following FY to allow for administrative adjustment period)

Budget FY = 2025

Fiscal Year = 2025

Period = 1

Appropriation and Allotment Level section for Type 2, 2C (see chart below);

Start date = 07/01/2024 (first day of FY)

End date = 06/30/2100

Budget FY = 2025

Fiscal Year = 2025

Period = 1

Appropriation and Allotment Level section for Type 2A, 2CA (see chart below);

Start date = 07/01/2024 (first day of FY)

End date = End date from law plus one year to allow for administrative adjustment period

Budget FY = 2025

Fiscal Year = 2025

Period = 1

Appropriation and Allotment Level section for Type 2B (see chart below);

Start date = 07/01/2024 (first day of FY)

End date = End date from law

Budget FY = 2025

Fiscal Year = 2025

Period = 1

House Bill Number has been standardized and is required to be entered in the given format with character limits given behind each requirement. The format is: laws year (2), legislative session (2), session type (2), chapter (3), bill number (6) and section. Please note the last three digits will be different for each agency based on their section number of the bill (3). The following is an example from FY25 appropriations: 24562R209HB2897001.

- The general fund portion of any lump sum appropriation should be entered by quarter in the following order: 30%, 22%, 22%, and 26%. All other funding sources and line items should be 25% for each of the four quarters. Quarter 5 is to be set up for each appropriation at 0% to allow transaction processing in the following fiscal year (i.e. administrative adjustments).
- Only BGA60's in 'Submitted' status are complete.
- Agencies requesting alternative allotment schedules may submit their detailed change requests as part of the appropriation load process. All allotment change requests will be routed to the Governor's Office of Strategic Planning and Budgeting (OSP) by using Event Type: BGE1 and must have a request letter attached to the BGA60.

T2 Appropriation Types				
Type	Description	Admin Year?	BGA60 End Date	Notes
2	Non-capital outlay appropriations with no end date established by law (exempt from lapsing)	No-N/A	06/30/2100	
	Example of language: the appropriation made in this section is exempt from the provisions of section 35-190, Arizona Revised Statutes, relating to the lapsing of appropriations.			
2A	Non-capital outlay appropriations with end date established by law (e.g. exempt from lapsing until 6/30/2025)	Yes	End date from law + 1 year for administrative adjustment year	Similar to T1 appropriations
	Example of language: the appropriation made in this section is exempt from the provisions of section 35-190, Arizona Revised Statutes, relating to the lapsing of appropriations until June 30, 2025.			
2B	Non-capital outlay appropriations with an end date established for the unexpended/unencumbered amounts while the remaining portion is exempt from lapsing	Not in AZ360, see notes.	End date from law for the lapsing piece	The GAO will lapse unexpended/unencumbered portion on the date from the law and extend the remaining portion for one additional year to reanalyze the balances
	Example of language: the appropriation made in this section is exempt from the provisions of section 35-190, Arizona Revised Statutes, relating to the lapsing of appropriations, except that all monies remaining unexpended and unencumbered on December 31, 2025 revert to the fund of origin.			
2C	Capital Outlay appropriations that are exempt from lapsing unless stand for one fiscal year with no expenditures or encumbrances (no activity)	No-N/A	06/30/2100	The GAO will lapse these appropriations if they stand for a full fiscal year with no expenditures or encumbrances
	Example of language: the appropriations made in this section do not lapse until the purpose for which the respective appropriation were made has been accomplished or abandoned, or the appropriation stands for a full fiscal year without an expenditure or an encumbrance.			
2CA	Capital Outlay appropriations with end date established by law (e.g. exempt from lapsing until 6/30/2025)	Yes	End date from law + 1 year for administrative adjustment year	Similar to T1 appropriations
	Example of language: the appropriations made in this section that are unexpended on June 30, 2025 revert to the fund from which the monies were appropriated.			

Additional appropriation load instructions are available in the Appropriation Budget section of the AZ360 Budgetary Control Training Manual.