

GAO Topic of the Month – January 2025

Agency Contacts Information



Background

This month's topic is Agency Contacts Information. The General Accounting Office (GAO) regularly communicates information to state agencies and employees. Many times, this is specialized information that is pertinent to those in a specific role within state government or at your agency. To communicate with individuals in these particular roles, the GAO maintains agency-specific contact information. More specifically, the GAO maintains updated contact information across the State for the following roles and positions:

- Agency Head/Director/Executive Director
- Chief Financial Officer (CFO) and CFO Designees
- Travel Card Administrators – Primary and Backup (also submit appropriate Form GAO-3C)
- Purchasing Card Administrators – Primary and Backup (also submit appropriate Form GAO-3C)

In order to provide timely communication with the appropriate individuals at each agency, agencies must provide the GAO with the proper contact information as changes and updates are known. While we do our best to maintain these contacts, receiving regular input from your agency will help ensure that the proper individuals in these roles at your agency receive all necessary communications from the GAO.

Updating Agency Contact Information

Agency contact information can be updated by submitting an email to both of the following email addresses:

- FINoperations@azdoa.gov
- goadmin@azdoa.gov

Any time there is a change in these positions at your agency the GAO should be contacted immediately to ensure that the proper contact information is updated. This helps ensure that appropriate personnel at your agency is receiving all necessary communications. When reaching out, please include the following information:

- Role and Status – e.g. CFO, Backup P-Card Administrator, etc.
- Adding or Removing – if removing, is there a replacement or interim replacement
- Effective Date – e.g. immediately or as of a particular date (such as a departure or start date)
- Agency Name

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- Employee First and Last Name
- Work Title
- Work Phone Number
- Work Email Address

Conclusion

As the GAO is not always aware of changes and to help ensure the best means of communication between the GAO and your agency, all state agencies should regularly maintain their agency-specific contact information by communicating staffing changes to the GAO using the two email addresses provided (FINOperations@azdoa.gov, goadmin@azdoa.gov). This will ensure that all related staffing for the listed roles at your agency consistently receive relevant updates and information specific to their assigned role.