

STATE OF ARIZONA  
DEPARTMENT OF ADMINISTRATION  
GENERAL ACCOUNTING OFFICE  
**ADMINISTRATIVE ADJUSTMENT REQUEST**

Instructions: Submit the form to email address gaoafr@azdoa.gov. These requests should be approved by the Agency Head, Deputy Agency Head, or the Chief Financial Officer.

In accordance with A.R.S. § 35-191.A, A claim against this state arising from orders for goods or services made in one fiscal year and received in the next fiscal year is subject to administrative adjustment as provided in this section if written documentation is provided by the ordering budget unit and written approval is granted by the director of the department of administration. The budget unit shall keep on file the written documentation and authorization by the director.

| <u>Purchase<br/>Order #</u> | <u>Vendor<br/>Name</u> | <u>Description of<br/>Goods or Services</u> | <u>Amount \$</u> | <u>Date<br/>Ordered</u> | <u>Expected Date<br/>Received</u> | <u>Actual Date<br/>Received</u> |
|-----------------------------|------------------------|---|------------------|-------------------------|-----------------------------------|---------------------------------|
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CERTIFICATION BY AGENCY

I certify that the expenditures for these claims will be for a valid public purpose and consistent with applicable statutes, laws, appropriations, grants and contracts. I certify that I am authorized to disburse these monies.

Agency:

Requester Name:

Requester Title:

Signature:

Date:

REASON WHY THE GOODS OR SERVICES WERE DELAYED (Required)

ADOA DIRECTOR OR DESIGNEE APPROVAL OR DENIAL

Approved By:

Date:

Denied and  
Reason Why: