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M E M O R A N D U M

TO: All Agencies

FROM: Clark Partridge, State Comptroller
Financial Services Division, Arizona Department of Administration

DATE: January 9, 2004

SUBJECT: Electronic Forms, Policies, News and More

We in the General Accounting Office look forward to working with and for you and your agencies this year to overcome our respective challenges and accomplish great things for Arizona.

Among the important services we provide are the GAO Website and its email registration system. Technical Bulletin 01-3, issued October 31, 2001, marked the beginning of electronic distribution of most policy statements, forms and general notices. Electronic distribution has saved the State both money and natural resources while allowing more frequent and rapid communication to agencies. Consistent with this and to ensure effective communication to all State agencies, we require each agency to have at least one person registered to receive notification of policy changes and informational updates.

The email registration system has been a great success. More than seven hundred registrants now electronically receive news about policy, travel, financial reporting, payroll, AFIS and more. Yet, as new people join State service, they may not have been familiarized with this easy, effective and, frankly, necessary service. Because of this, we are sending you this paper memorandum. If you are not registered, you need to do so. If you know others who should be registered, you can help your agency and the State by getting them registered, as well.

Registration is quick and easy. Just go to www.gao.state.az.us and click on Register for Updates in the menu bar on the left side of the screen and enter the information requested.

While you're there, you might want to explore our website. Frequently asked questions and their answers, continuing professional education offerings, employment opportunities, forms, publications and many other useful and informative tools and publications are available.

Have a great new year and thanks for registering with the GAO Website!