

ProcureAZ (PAZ) Accounts Payable (AP) Role Authorization Form

State of Arizona
Arizona Department of Administration
General Accounting Office

When completed, please scan this form and attach it to an email to gaosecurity@azdoa.gov or forward it by interoffice mail to the Arizona Department of Administration, GAO Security.

*The individual for which this access is being requested must have an active ProcureAZ User ID and have completed the required training before submitting this form to the GAO AFIS Security group. Certain ProcureAZ roles are not allowed in conjunction with the AP Roles. While this form is used to gather information on and assign job roles to both AP Users and AP Supervisors, **only AP Supervisors are required to sign the Certification of AP Supervisor where indicated below.** See the Instructions page for details.*

I. ProcureAZ (PAZ) User Identification Section

Agency ID Code	Agency Name
User's/Supervisor's EIN	User's/Supervisor's Name
User's/Supervisor's ProcureAZ Login ID	User's/Supervisor's Phone
User's/Supervisor's Email	
User's/Supervisor's Title	

II. Certification of AP Supervisor

By his/her signature below in accepting the role of AP Supervisor, the undersigned acknowledges and agrees that, whenever he/she authorizes and/or approves a disbursement / payment / obligation / transaction, he/she is certifying to the best of his/her ability to do so,

- It is for a valid public purpose; has been incurred in the conduct of official State business; complies with all applicable laws, statutes, rules and policies; and, is consistent with the provisions of governing contracts or grants, and
- It will not exceed appropriation, allotment, spending authority, available or anticipated grant proceeds, or expendable cash, and
- It is, when required, supported by appropriate and/or required documentation such as receipts, receiving tickets, purchase orders, invoices, etc., or by a memo explaining why said documentation is unavailable.

The AP Supervisor further understands and agrees that he/she has a responsibility to notify an appropriate authority if asked to approve a disbursement / payment / obligation / transaction that does not appear to comply with the terms and conditions outlined above.

AP Supervisor's Signature	Date Signed
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III. AP Role Request Section

AP User Role Add Role <input type="checkbox"/> Remove Role <input type="checkbox"/>	AP Supervisor Role Add Role <input type="checkbox"/> Remove Role <input type="checkbox"/>
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An AP User can create and an AP Supervisor can approve PAZ invoices (from vendor invoices) when goods or services have been received.

IV. AP Location Privileges (Select all locations or indicate specific department(s) or location(s).)

All Locations. Department _____ . Location _____.

Comments

V. Agency Authorization Section

This section must be completed and signed by the agency head, the deputy agency head or the agency chief financial officer.

Name of Authorizing Individual		Title of Authorizing Individual	
EIN	Phone	Email	
Signature		Date	

VI. GAO Use Only!

Procure AZ:			
AFIS:			
Comments:			
Contacted (Date):	Processed by:	Processed Date:	

Instructions-ProcureAZ Accounts Payable (AP) Security Role Authorization Form (GAO-3Z)

- I. **ProcureAZ USER/SUPERVISOR IDENTIFICATION SECTION—*these fields are required*:** The individual must already have a ProcureAZ Login (user) ID. State agencies (organizations) not under the “State of Arizona” organization in ProcureAZ are responsible for adding their own new ProcureAZ user IDs. State Agencies (Departments) under the “State of Arizona” organization in ProcureAZ (SPO) must complete and email a [“User Setup and Change” form](#) to SPO at procure@azdoa.gov to request new ProcureAZ user IDs for their employees.
- II. **CERTIFICATION OF AP SUPERVISOR SECTION:** Those to whom the role of AP Supervisor is to be assigned must sign and date this section of the form.
- III. **AP ROLE REQUEST SECTION:** Check, as appropriate, the “Add Role” or “Remove Role” box in either the “AP User Role” or “AP Supervisor Role” section. Individuals requesting the “AP Supervisor Role” must sign the Certification of AP Supervisor.
- IV. **AP LOCATION PRIVILEGES SECTION:** If your agency’s accounts payable staff is segregated to only pay invoices from certain ProcureAZ Departments and Locations, type those specific Department(s) and Location(s). Otherwise, select the “All Locations” box. Type or write any comments, if necessary, in the “Comments” box.
- V. **AGENCY AUTHORIZATION SECTION-** Name, Title, EIN, Phone, and Email fields must be completed, signed, and dated by either the Agency Head or the Deputy Agency Head or the Agency Chief Financial Officer (CFO).

The following CBT training courses are required to be completed before access to AP User or AP Supervisor Roles are granted:

- ADSPO200C-Basic Navigation in ProcureAZ
- PAZINV_S-ProcureAZ Invoice CBT

Certain roles, including those listed immediately below, are incompatible with both AP (User and Supervisor) Roles:

- Vendor Administrator
- Basic Purchasing
- Internal Administrator
- Agency Administrator
- Program Administrator
- Organization Administrator
- Proxy User (no Proxy allowed)

The following security settings within the “Department Access” role are incompatible with the AP Supervisor role, but allowable with the AP User role:

- Department Superuser
- Location Superuser
- Requisitioner
- Allow PO Receipts for Department Access Role
- Enable Change Order Creation
- Department Buyer Enabled

The following security setting within the “Department Access” role is compatible with both AP (User and Supervisor) Roles:

- User is an Approver