



GAO Technical Bulletin

Arizona Department of Administration ♦ General Accounting Office

Subject: ***Claims and Transfers Certification***
Manual Section: II-H-1
Supersedes: II-H-1, Subsection IV, Item D.2

Issued: 6/22/98
Effective: 6/22/98
Page: 1 of 1

TO: Technical Bulletin Administrators
All Agencies

FROM: Robert Rocha
State Comptroller

AUTHORITY

A.R.S. § 35-131; 35-182; 41-722

POLICY

In accordance with A.R.S. § 35-182, before any claim against the State is paid by the Arizona Department of Administration (ADOA), a certification shall be required in a form prescribed by the director of the ADOA and signed by the authorized representative or representatives of the budget unit presenting the claim.

The certification required by the ADOA applies to a broad range of transactions and is as follows: **“I certify that this expenditure/transaction is for a valid public purpose and is consistent with all applicable statutes, laws, appropriations, grants, and contracts. I also certify that sufficient appropriation and monies are available for this expenditure/transaction, and that I am authorized to disburse these monies.”**

Prior to certifying a transaction, the authorizing representative should be aware of his/her fiduciary responsibility on behalf of the State and the responsibilities and potential personal liabilities involved in approving the transaction. He/she should also be cognizant of all aspects of the transaction prior to approving the document, i.e., purpose, Index, COBJ, fund, appropriation number, and supporting documentation.

PROCEDURE

All agencies should review their internal forms and procedures to ensure compliance with this policy. Any forms currently on hand may be used until the supply is exhausted provided that future production or orders of forms contain the modified certification. All applicable automated forms should be updated immediately.

Some official GAO forms may not contain a certification, i.e., Deposit with the State Treasurer, Batch Header Record, Signature Authorization, AFIS and HRMS Security Authorization forms, etc. However, the concepts of validity and accuracy still apply to all these forms.

AREAS IMPACTED:

All State Agencies.

CONTACTS:

If you have any questions related to this technical bulletin, please contact your GAO liaison.