

TO: Agency Chief Procurement Officers

FROM: Elizabeth Alvarado-Thorson, Cabinet Executive Officer & Executive Deputy Director
David Steuber, State Procurement Administrator

DATE: April 15, 2024

RE: FISCAL YEAR-END CLOSING REMINDERS

To ensure the smooth and efficient closing of FY24, the State Procurement Office would like to remind agencies of several key items to consider throughout the close of FY24:

- In order to be paid from budget fiscal year (BFY) 24 appropriated funds, all goods and services must be received by June 30, 2024. If your requested purchase cannot be delivered and received by June 30, 2024, then please do NOT submit a purchase requisition without prior authorization from the ADOA Cabinet Executive Officer or State Comptroller.
- Without the approval of the ADOA Cabinet Executive Officer or State Comptroller, any purchase using appropriated funds that is received after June 30, 2024, will be paid against your BFY25 budgets. This includes purchases made with the P-Card. There will not be a 13th month/period to process FY24 payments. Administrative adjustments can be processed as soon as AFIS is available in July.
- ADOA and the Governor's office are aware of the extended delivery lead times customers are experiencing for certain commodities as a result of ongoing supply chain issues. All requisitions with known extended delivery lead times, whether on or off-contract, must be placed by May 10, 2024, regardless of dollar amount.
- Off-Contract Requisitions will be processed when they are received in the Arizona Procurement Portal (APP), in the following priority order:
 - Requisitions for Emergency Procurements, as defined by A.R.S. § 41-2357 and A.A.C. R2-7-E302, have been given priority in the past. Please identify purchase requisitions for emergencies by placing “EMERGENCY” prominently on the purchase requisition along with a brief description of the circumstances, contact information, and any relevant informative attachments. NOTE: The desire to expend monies before the end of the fiscal year does not qualify as an emergency.
 - Requisitions for BFY24 appropriated funds
 - Requisitions for BFY24 non-appropriated funds
- Manual Purchase Order Closures:

- Effective immediately, new procedures are in place for manual purchase order closure processing. It is imperative that all state agencies follow the proper procedures to avoid any delays in processing timeframes.

Please note that failure to follow the proper procedures may result in delays in processing timeframes, which can have serious consequences for our agency and the individuals we serve.

- Requisition and Purchase Order Staging:
 - The State Procurement Office **will not** be implementing a Staging period for the upcoming Fiscal Year. Please delay all FY25 requisitions and purchase orders until the new fiscal year begins.

Agencies can find more information [HERE](#)

Please contact SPO at 602-542-5511, if you have any questions regarding this memo or any other purchasing issue related to the fiscal year closing.