

Manually Liquidating Funds on a Purchase Order

This document is a quick reference guide for Agency Administrators wishing to liquidate funds on a closed Purchase Order in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

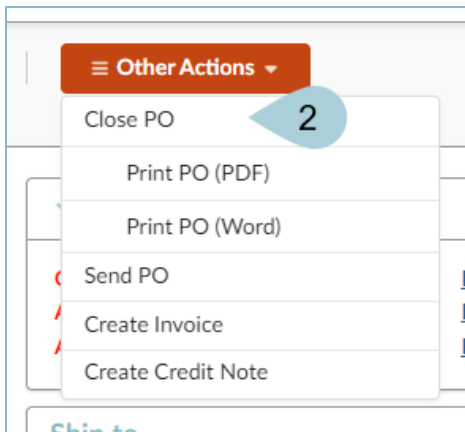
Prior to a liquidation request, please confirm all purchase orders have attempted to be balanced and closed through the appropriate methods (see the Balance PO QRG).

When a purchase order is unsalvageable due to AZ360 errors, simply closing out the PO will not liquidate the funds. You must follow the steps in the QRG to close the PO and have the funds manually liquidated properly. Once notified of a PO needing liquidated funds, follow the steps below.

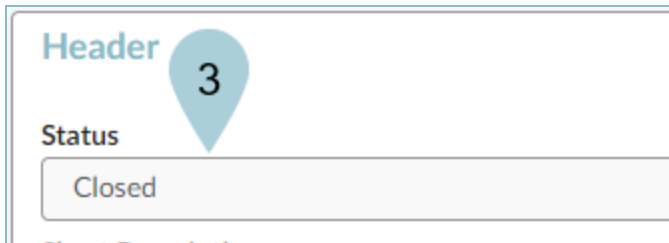
If Close PO is missing, steps to balance PO were *not* followed

Manual Liquidation Request

1. Open the applicable Purchase Order.
2. Under **Other Actions** at the top of the page, close the PO.



3. Verify the **Status** field shows **Closed**.



4. Send an email for GAO to vendors@azdoa.gov with a message stating, "Manually liquidate this purchase order."
5. GAO now has information on a manual liquidation request.

Resources

Click the link below for more information on Agency Admin processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/app-agency-admin-qrgs-176>