

PO Multi Year Funding Checkbox

This document is a quick reference guide for users who will select the Multi Year Funding checkbox on a requisition 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/>.

Some agencies have access to funding sources that do not expire at the end of a State Fiscal Year. Agencies with these funding sources may wish to issue purchase orders that span multiple fiscal years. The PO Multi Year Funding checkbox automatically defaults to eliminate the extra work of liquidating a PO with multi-year funding at the end of the state fiscal year and creating a new one in the new state fiscal year.

Multi Year Funding Checkbox

1. Create a requisition in APP.
2. The **PO Multi Year Funding** checkbox in the Header section is automatically selected. Only uncheck if your agency has specific funding that expires at the end of the state fiscal year to create a single-year funding PO.
3. Click the **Save** button.
4. Complete and Submit your requisition.

The screenshot displays the 'Requisition: REQ000538393 - Req. 8/4/2022 (Draft)' page. The 'Save' button is highlighted with a blue box and a circled '3'. The 'PO Multi Year Funding' checkbox is checked and highlighted with a blue box and a circled '2'. The form fields include: Requisition Status (Draft), Requisition Type (On-Contract), Name (Req. 8/4/2022), Requester (REQ98 ADA), ID Type, File(s), Site (State Procurement Office), Special Purchase Type, and Fiscal Year (2023 - State of Arizona). There are also checkboxes for 'Set aside spend' and 'Open Requisition'.

Note: Users can process a change order to click the PO Multi Year Funding Checkbox on an existing PO. Selecting the PO Multi Year Funding Checkbox will allow change orders on POs in APP beyond the fiscal year selected on the header of the PO.