

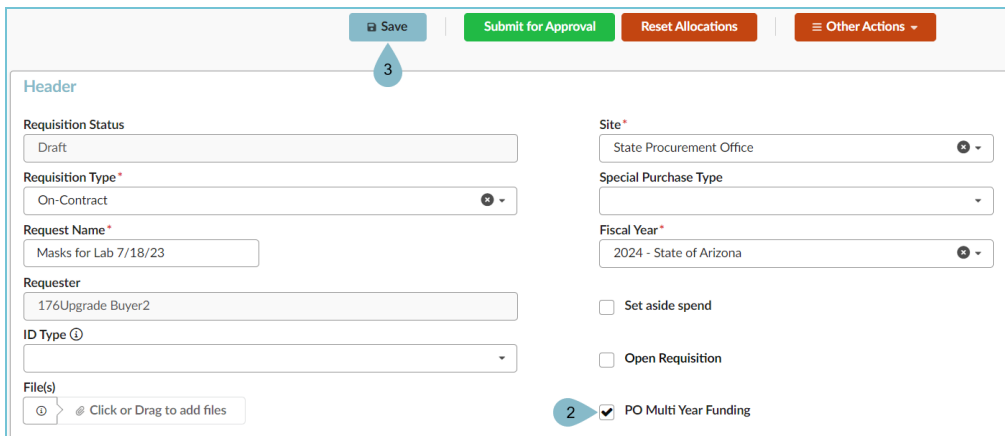
## PO Multi Year Funding Checkbox

This document is a quick reference guide for users who will unselect 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](mailto: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.

### PO Multi Year Funding Checkbox

1. Log into APP
1. Create a requisition.
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 **Save**.



The screenshot shows the 'Header' section of a requisition form in the APP. At the top, there are buttons for 'Save', 'Submit for Approval', 'Reset Allocations', and 'Other Actions'. The 'Header' section contains several fields: 'Requisition Status' (Draft), 'Requisition Type' (On-Contract), 'Request Name' (Masks for Lab 7/18/23), 'Requester' (176Upgrade Buyer2), 'ID Type', 'File(s)', 'Site' (State Procurement Office), 'Special Purchase Type', and 'Fiscal Year' (2024 - State of Arizona). At the bottom right of the form, there is a checkbox labeled 'PO Multi Year Funding' which is checked. A blue callout bubble with the number '2' points to this checkbox. Another blue callout bubble with the number '3' points to the 'Save' button.

4. Complete all required information on your requisition
5. Click **Submit for Approval**.



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.

### Resources

Click the link below for more information on the requisition creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-grgs-176>