



Governor Janice K. Brewer

MEMORANDUM

State of Arizona
Department of Homeland Security



Director Gilbert M. Orrantia

TO: Arizona Department of Homeland Security State Agency Stakeholders

FROM: AZDOHS

DATE: June 4, 2012

RE: Policy Regarding Reimbursement Request

In order to comply with the Cash Management Improvement Act (CMIA) and minimize the time between the transfer of funds to the Arizona Department of Homeland Security (AZDOHS) and the payout for program purposes to stakeholders, the AZDOHS is implementing the following policy for all state agency reimbursement requests.

Beginning on June 11, 2012 all state agencies must include completed State of Arizona Companion Transaction Entry/Transfer (GAO-614) and Bach Header Record forms (GAO-500) when submitting for reimbursements. These forms are in addition to, and not in place of all other supporting documentation already required by the AZDOHS.

When completing the GAO-614 form, agencies are only required to complete and sign the Agency 1 information as the batching agency. The AZDOHS will complete Agency 2 information. Stakeholders may either enter the transaction amount or leave the amount blank. If the agency decides to enter the transaction amount and the reimbursement is reduced, the agency will be required to submit a new form. Otherwise, if the transaction amount is left blank, the AZDOHS will enter the dollar amount prior to reimbursement.

Once the AZDOHS processes reimbursements, the forms will be submitted to the General Accounting Office (GAO), where GAO will deposit funds into the proper accounts specified by Agency 1.

For questions, please contact Terry Riordan at 602-542-7056 or triordan@azdohs.gov.