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ARIZONA DEPARTMENT OF ADMINISTRATION

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MEMORANDUM

TO: All Agencies
Attn: Accounting Managers

FROM: D. Clark Partridge, State Comptroller

DATE: November 28, 2005

SUBJECT: RELIEF BILL – UNPAID CLAIMS

During the next session of the legislature, any unpaid claims for goods or services received from July 1, 2001 to June 30, 2004 (FY02 through FY04) will be considered for inclusion in the Relief Bill. A.R.S. 35-191.C provides the statutory authority for submission to the legislature unpaid claims that are more than one fiscal year old, but less than four fiscal years old.

The appropriation line item from which the claim is to be paid must have a balance of reverted appropriation sufficient to pay the claim. Claims will not be considered for inclusion in the Relief Bill by the General Accounting Office unless there is sufficient reversion for payment. If the reverted balance is insufficient or if there was no reversion in the appropriate line item, the agency must present the claim to the legislature as a supplemental appropriation request.

Claims which meet Relief Bill criteria should be clearly identified as Relief Bill items and submitted with supporting documentation to the General Accounting Office, 100 North 15th Avenue, Suite 302, no later than December 15, 2005. Please include the name and phone number of an agency contact in case additional information is needed. Supporting documentation should be sufficient to verify the order date and receipt date of merchandise or services. There should also be appropriate authorizing signatures on the claim form. The General Relief Bill may not include multiple payee claims. Claims that are applicable to more than one fiscal year or more than one fund should be submitted on separate claim forms. Each claim form should be specifically identifiable by separate fund and/or separate fiscal year. Please submit your claims as soon as possible, but not **later than December 15, 2005**. If you have any questions or require additional information, please contact Julie Phelps at 542-2051 or Marianne DeMoss at 542-5403.

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