



DATE: October 3, 2013
TO: Agency Heads and Chief Fiscal Officers
FROM: Alan Skelton, State Accounting Officer
RE: Procure to Pay Policy

TAS

Please find attached the Procure to Pay Policy document draft for review and comment. The policy is intended to provide agencies guidance relative to when a purchase order is expected when procuring goods and services. This document is available for a 30-day comment period and can be viewed on the SAO website at the following link:

<http://sao.georgia.gov/policy-drafts-comments>

Please send your comments to SAO_Reporting@sao.ga.gov.

Thank you in advance for participating in our policy-setting comments process.