



# **F.Y.I.**

**from the Policy Unit**

**FYI-257**

**Date: February 5, 2020**

**SUBJECT: Approving a Debt Recalculation Utility (DRU) Standard Operating Procedure (SOP)  
and Debt Approver Process Desk Aid**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS\\_POLICYQUESTIONS@azdes.gov](mailto:DCSS_POLICYQUESTIONS@azdes.gov) or call 602-771-8127

The Policy Unit is pleased to announce the addition of [Approving a Debt Recalculation Utility \(DRU\) SOP](#) and the [Debt Approver Process Desk Aid](#) to the PORT.

The SOP provides a standard process for approving all debt DRU calculations.

The desk aid provides a Debt Approvals “What” to look for and “Why” acquiring the information is essential when reviewing and approving a DRU.

The Approving a Debt Recalculation Utility (DRU) SOP may be found on the PORT at the following location:  
Standard Operating Procedures>Debt/Financial Management>Approving a Debt Recalculation Utility (DRU)

The Debt Approver Process Desk Aid may be found on the PORT at the following location:  
Desk Aids>Debt/Financial Management>Debt Approver Process Desk Aid

*DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.  
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