



Eddie Baza Calvo
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Department of Administration
(DIPATTAMENTON ATEMENSTRASION)
DIVISION OF ACCOUNTS
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Christine W.P. Baleto
DOA Director
Vincent P. Arriola
DOA Deputy Director

October 2, 2017

Memorandum

To: ALL Department of Administration Vendors
From: Christine W.P. Baleto, Director, Department of Administration
Subject: Request for most current business license

Buenas yan Hafa Adai! The Department of Administration (DOA), Division of Accounts is conducting a review of all vendor records. Of utmost importance is the verification of businesses currently registered to operate and/or conduct business on the island of Guam.

Our policy requires that a vendor doing business on Guam submit a valid business license to the DOA Division of Accounts. As such, we request that your business submit a copy of your current business license to our office. Also, if there are changes with your vendor information (such as remittance address, contact numbers, authorized personnel, etc.) please ensure our office is updated with those required information. By updating all aspects of your vendor information, any future issues (such as misrouting) can be prevented.

You may remit a copy of your current business license via email to michael.cabral@doa.guam.gov and "CC" (carbon copy) julita.cruz@doa.guam.gov, or via fax at 671-472-8483. You may also submit a copy of your business license in person at DOA, Division of Accounts 7th floor, Suite 707.

Responding on or before December 31, 2017 will be greatly appreciated.

Sensaramente,

Christine W.P. Baleto
Director, Department of Administration