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Department of Administration Organization Circular No. 2019-009

To: All Executive Branch Line Department and Agency Heads
From: Director, Department of Administration
Subject: **ADDENDUM to DOA Organizational Circular 2017-001** (Liquidation of Encumbrances)

Buenas yan Háfa Adai! This circular is will serve as an amendment to DOA Organizational Circular #2017-001 to update and clarify the liquidation of encumbrance process.

Liquidations for **CURRENT FISCAL YEAR's Purchase Orders** shall be submitted to the General Services Agency (GSA) for processing. These include, but are not limited to amendments for decreases, amendments for increases, vendor number corrections, account corrections, additional accounts, and other amendments to current year purchase orders.

The following are important information related to Current Year's Requisitions:

1. DOA's Division of Accounts will *only* accept Liquidations for Requisitions which have been issued Purchase Order(s) of a lesser amount;
2. Requisitions that have not been issued Purchase Orders must be returned to the originating agency or department for cancellation.

Excluded from the circular are those exempted from the Guam Procurement Law; such as *Mayors Council of Guam* per §40119(c), *Guam Election Commission* per Attorney General's Opinion DOA-11-1031 and *Office of Public Accountability* per 1 GCA §1900.

Other encumbrances, such as Travel (prefix "T"), Work Requests (prefix "U" and "W"), Contracts (prefix "S" and "C") and Utilities (prefix "E" and "H"), will be processed by the DOA's Division of Accounts.

We trust that every line department and agency of the Executive Branch will continue to remain compliant with this circular to ensure proper procedures are followed.

Should you have any questions, please feel free to contact my office at 475-1101.

Si Yu'os Ma'åse,

Edward M. Birn
Director