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September 23, 2019

DEPARTMENT OF ADMINISTRATION CIRCULAR NO.: 2010-031

TO: All Line Department and Agencies, Government of Guam
FROM: Director, Department of Administration
SUBJECT: SUBMISSION OF FISCAL YEAR 2019 UNPAID INVOICES


Buenas yan Hafa Adai! This Circular is issued to notify all line departments and agencies of our requirement for submission of all unpaid invoices that have valid purchase orders or contracts for Fiscal Year 2019. A copy of these unpaid invoices can be emailed to doa.invoice@doa.guam.gov.

Department of Administration (DOA) requires this information in order to report potential liabilities of the Government of Guam.

We want to remind and reiterate to all line departments/agencies that starting with Fiscal Year 2020, DOA will strictly enforce the requirement for valid purchase orders and contracts which must be in place for all services required for the operations of your respective department/agency. Furthermore, your immediate attention in this matter is required.

Should you have any questions concerning this Circular, please do not hesitate to contact Ms. MaryGrace Edrosa, Accounting Supervisor, at 475-1283 or email at marygrace.edrosa@doa.guam.gov or Ms. Tammy Batac, Accountant I, at 475-1130 or email at tammy.batac@doa.guam.gov.

Your assistance in complying with this Circular is greatly appreciated. Si Yu'os Ma'ase.

Senseramente,

EDWARD M. BIRN