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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2019-033

TO: All Line Department and Agencies, Government of Guam
FROM: Director, Department of Administration
SUBJECT: **Change in Policy for Encumbrance of Utilities, Trash and Communication for Fiscal Year 2020**

Buenas yan Hafa Adai! This circular is issued to notify all line departments and agencies of a change in the process for encumbering funds for all utilities (water and power), trash and all telecommunication services for Fiscal Year 2020.

Effective October 1, 2019, the Utility Service Authorization Form will no longer be used to encumber funds for the above services. The Division of Accounts will no longer be accepting this form.

All departments/agencies will need to go through the General Services Agency (GSA) on-line requisitioning process for issuance of a valid purchase order for these services.

Once the purchase orders are issued, the departments and agencies are instructed to ensure that all invoices are certified true and correct and submitted to the DOA Division of Accounts in a timely manner. Monthly invoices should be sent in the order or sequence of service period. This is to ensure the continuity and accountability of payments for these services.

Your urgent attention to this policy change is required.

Should you have any questions regarding this Circular, please do not hesitate to contact Mrs. Mary Grace Edrosa, General Accounting Supervisor, at 475-1283 or email at marygrace.edrosa@doa.guam.gov or 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.*

Sensemante,

EDWARD M. BIRN