

Eddie Baza Calvo  
Governor



**GENERAL SERVICES AGENCY**  
Government of Guam  
148 Route 1 Marine Drive Corp  
Piti, Guam 96915

Ray Tenorio  
Lt. Governor

Benita Manglona  
Director, Dept. of Administration

Anthony C. Blaz  
Deputy Director

June 05, 2012

**GENERAL SERVICES AGENCY CIRCULAR NO.:** 2012-04

**TO:** All Line Department/Agency Heads  
**FROM:** Chief Procurement Officer  
**SUBJECT:** Fiscal Year 2012 Requisition Close Out

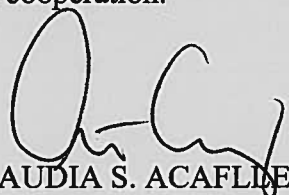
Hafa Adai! Fiscal year end 2012 is fast approaching and the requisition deadlines are as follows:

1. Requisitions for continuing contracts such as copier equipment lease, Pitney Bowes postage meter rental, lease of office space, and etc., for FY 2013 is Friday, August 3, 2012;
2. Requisitions for outside procurement requiring bids, \$15,000.00 and above, is Friday, July 6, 2012;
3. Requisitions for outside procurement below \$15,000.00 is Friday, August 31, 2012; and
4. Requisitions for stock issue (Tenda Gubetnu) is Thursday, September 20, 2012. Furthermore, the final day for the pickup of stock items from the Tenda Gubetnu will be NO LATER THAN close of business on Friday, September 21, 2012. Regarding all stock items not picked up from the Tenda Gubetnu on Friday, September 21, 2012; all Central Stock Request (CSRs) will be cancelled and supplies will be returned to the shelves for preparation for the End of Year Inventory.

All department and agency heads are hereby requested to properly assess their needs for submission to General Services Agency on or before the above deadlines. Any requisitions not meeting the required deadline will not be entertained unless it is of dire emergency.

Should you have any questions, please contact our office at 475-1710 or fax 475-1727.

Dangkolo na Si Yu'os Ma'ase' for your attention and full cooperation.

  
CLAUDIA S. ACAFLIDE