

Eddie Baza Calvo  
Governor



**GENERAL SERVICES AGENCY**

(Ahensian Setbision Hinirat)  
Department of Administration

148 Route 1 Marine Drive, Piti, Guam 96915  
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 475-1716

Ray Tenorio  
Lieutenant Governor

Benita A. Manglona  
Director

George A. Santos  
Deputy Director

October 13, 2011

**GENERAL SERVICES AGENCY CIRCULAR NO.: 2012 - 002**

**TO:** All Department and Agency Heads

**FROM:** Chief Procurement Officer

**SUBJECT:** Federal Funds Expiring within Thirty (30) Days

Buenas yan Hafa Adai! This is to serve as a reminder to the GSA Circular No.: 2003-09 with the same subject matter referenced above, stating that all requisitions federally funded (grants) with specific timelines, must be submitted thirty (30) days **prior to expiration date** to the General Services Agency for further action.

Si Yu'os Ma'ase' for your full support and understanding.

  
CLAUDIA S. ACFALLE

Felix P. Camacho  
Governor



**GENERAL SERVICES AGENCY**  
(Ahensian Setbision Hinirat)  
Department of Administration  
Government of Guam  
148 Route 1 Marine Drive, Piti, Guam 96915  
Tel: 477-8836-8 • Fax Nos.: 472-4217/4207

Kaleo S. Moylan  
Lt. Governor

March 17, 2003

**GENERAL SERVICES AGENCY CIRCULAR NO. 2003-09**

TO: All Department Heads/ Agency  
VIA: Director, Department of Administration *ambury*  
FROM: Chief Procurement Officer, Acting  
SUBJECT: **Federal Funds Expiring within Thirty (30) Days**

Buenas yan Hafa Adai!

Due to the mass exodus of employees within General Services Agency and Executive Order No. 2003-03 (Thirty-two Hours Work Week), effective immediately, all requisitions federally funded (grants) with specific timelines, must be submitted thirty (30) days **prior to expiration date** to Department of Administration, Quality Control for stamp approval/clearance and received at General Services Agency for further action.

Should you have any questions, please feel free to call the undersigned at 475-1327.

Si Yu'os Ma'ase' for your full support and understanding.

*Jose C. Babauta*  
JOSE C. BABAUTA

cc: Governor of Guam  
Controller, Division of Accounts/DOA

Post-it* Fax Note		7671	Date	3/11	# of pages	2
To	<i>Claudia</i>		From	<i>Si Ma P</i>		
Co./Dept.	<i>GPA W&amp;S</i>		Co.	<i>GSA</i>		
Phone #	<i>637-8172</i>		Phone #	<i>475-1327</i>		
Fax #	<i>637-8179</i>		Fax #	<i>477-4217</i>		

COMMITTED TO EXCELLENCE