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GENERAL SERVICES AGENCY

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May 9, 2016

GENERAL SERVICES AGENCY CIRCULAR NO.: 2016-009

TO: All Department and Agency Heads
FROM: Chief Procurement Officer
SUBJECT: **Fiscal Year 2016 Requisition Close Out**

Hafa Adai! Fiscal year end 2016 is approaching and the requisition deadlines are as follows:

1. The deadline for requisitions for outside procurement requiring bids \$15,000.00 and above, is Friday, July 15, 2016.
2. Effective immediately, requisitions for continuing contracts such as the copier equipment lease, Pitney Bowes postage meter rental, lease of office space, and etc. for FY 2017 can be entered into the AS-400 System. The deadline for continuing contract entries is Friday, July 29, 2016. As a reminder, the Blanket Purchase Agreement (BPA) is not considered a continuing contract, and therefore will be rejected.
3. Requisitions for outside procurement below \$15,000.00 is Friday, August 26, 2016.
4. Requisitions for stock issue (Tendan Gubetnu) is Thursday, September 22, 2016. Furthermore, the final day for the pick-up of stock items from the Tendan Gubetnu will be NO LATER THAN close of business on Friday, September 23, 2016; all Central Stock Requests (CSRs) will be cancelled and the supplies will be returned to the shelves for preparation for the End of Year Inventory.

Once again, 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 a dire emergency.

Should you have any questions, please contact our office at (671) 475-1720 or fax via (671) 475-1727.

Un Dangkolo na Si Yuos Ma'ase' for your attention and full cooperation.


CLAUDIA S. ACFALLE