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**GENERAL SERVICES AGENCY**

(Ahensian Setbision Hinirat)  
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May 26, 2010

**GENERAL SERVICES AGENCY CIRCULAR NO.: 2010- 003**

**TO:** All Line Department/Agency Heads

**FROM:** Chief Procurement Officer

**SUBJECT:** Requisitions for New Copier Equipment Service Lease

Hafa Adai! This memorandum is for any and all departments/agencies whose lease of copier equipment services has expired and have not submitted their requisition(s) for a new copier equipment service lease.

The departments/agencies with expired copier equipment service leases have until the close of business, Wednesday, June 2, 2010 to submit their respective requisitions(s) for a new copier equipment service agreement. Please be advised that General Services Agency will no longer ratify requests for extension.

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

  
CLAUDIA S. ACFALLE