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**GENERAL SERVICES AGENCY**

(Ahensian Setbision Hinirat)  
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August 3, 2010

**(Revised from June 4, 2010)**

**GENERAL SERVICES AGENCY CIRCULAR NO.: 2010- 004**

**TO:** All Line Department/Agency Heads  
**FROM:** Chief Procurement Officer  
**SUBJECT:** Fiscal Year 2010 Requisition Close Out

Hafa Adai! Fiscal year end 2010 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 2011 is Friday, August 6, 2010;
2. Requisitions for outside procurement requiring bids, \$15,000 and above, is Friday, July 9, 2010;
3. Requisitions for outside procurement below \$15,000 is Friday, September 17, 2010; and
4. Requisitions for stock issue (Tendan Gubetnu) is Wednesday, September 22, 2010. Furthermore, the final day for the pick up of stock items from the Tendan Gubetnu will be **NO LATER THAN** close of business on Thursday, September 23, 2010. Regarding all stock items not picked up from the Tendan Gubetnu on Thursday, September 23, 2010; all Central Stock Requests (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 let us know.

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

  
CLAUDIA S. ACFALLE