

Felix P. Camacho  
Governor



**GENERAL SERVICES AGENCY**

(Ahensian Setbision Hinirat)  
Department of Administration  
Government of Guam

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August 20, 2010

**GENERAL SERVICES AGENCY CIRCULAR NO.: 2010- 005**

**TO:** All Line Department/Agency Heads  
**FROM:** Chief Procurement Officer  
**SUBJECT:** **Notice: All Invoices Must Be Keyed into the AS-400 System to Avoid Erroneous "Notice of Default" Letters to Vendors**

**Hafa Adai! Please be advised that ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 5101(9)(a) OF THE GAR.**

However, the General Services Agency (GSA) has been inundated with complaints regarding the receipt of "Notice of Default" letters received in error, because the supplies, materials and/or services were delivered and/or performed by the vendor in a timely manner. It is the responsibility of the Certifying Officer or its designee that upon the user department's receipt of goods and/or services, the accompanying invoice is promptly keyed into the AS-400 to avoid the automatic system-generated "Notice of Default" letter.

Blatant disregard of this notice to key-in invoices promptly, will result in GSA requiring that the user department's materials and supplies be delivered to GSA henceforth so that GSA can key-in the respective invoices. To avoid having your goods delivered to GSA, all departments/agencies must comply.

Should you have any questions, please let us know.

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

  
CLAUDIA S. ACFALLE