

**Eddie Baza Calvo**  
Governor

# GSA

## GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)  
Department of Administration

**Ray Tenorio**  
Lieutenant Governor

**Benita A. Manglona**  
Director

# URGENT

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**Anthony C. Blaz**  
Deputy Director

July 2, 2014

**GENERAL SERVICES AGENCY CIRCULAR No.: 2014-007**

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

**From:** Chief Procurement Officer

**Subject:** Revision to GSA Circular No. 2014-006 "Fiscal Year 2014 Requisition Close Out"

Hafa Adai! Revisions to the "Fiscal Year 2014 Requisition Close-Out" Circular is as follows:

1. 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 2015 can be entered into the AS-400 System. The deadline for continuing contract entries will remain as Friday, August 1, 2014. As a reminder, the Blanket Purchase Agreement (BPA) is not considered a continuing contract, and therefore will be rejected.
2. The deadline for requisitions for outside procurement requiring bids, \$15,000.00 and above, is extended to Tuesday, July 15, 2014.
3. **Reminder:** Requisitions for outside procurement below \$15,000.00 is Friday, August 29, 2014; and
4. **Reminder:** Requisitions for stock issue (Tendan Gubetnu) is Thursday, September 18, 2014. 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 19, 2014. Regarding all stock items not picked up from the Tendan Gubetnu on Friday, September 19, 2014; 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 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 Yu'os Ma'ase' for your attention and full cooperation.

  
CLAUDIA S. ACFALLE

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