



EDWARD M. BIRN  
Director (Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE  
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LOURDES A. LEON GUERRERO  
Governor (Maga'håga)  
JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'låhi)

**February 22, 2021**

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2021-015**

To: All Line Department and Agency Heads  
From: Director, Department of Administration  
Subject: Drug-Free Workplace Program  
RE: Journal Voucher and Object Class 271

***Buenas yan Hafa Adai!*** All department/agencies are required to submit a Journal Voucher to the Drug Free Workplace Coordinator prior to the scheduling of a drug test.

The requesting department/agency preparing the Journal Voucher is required to debit from an appropriation account number **from object class 271** and to be credited to the drug testing revenue account number **329860602**; thus any other object class identified will no longer be accepted. In addition, the department/agency shall assign a control number to assist in the tracking of the Journal Voucher with the Department of Administration. All journal voucher(s) must be submitted to the Human Resources Division, Drug Free Workplace Coordinator, via e-mail, facsimile or physically delivered. For confidentiality purposes, please do not attach a list of names or other information concerning individuals to be drug tested.

Should you have any questions, you may contact the Human Resources Division, Drug Testing Section at 475-1225/1123. Thank you for your cooperation on this matter.

  
EDWARD M. BIRN

Attachment



DEPARTMENT OF ADMINISTRATION  
DIVISION OF ACCOUNTS

Journal Voucher

DOA J.V. No.: \_\_\_\_\_

Date: \_\_\_\_\_

Page: \_\_\_\_\_

Dept. Control No.: **DEPT/AGENCY CONTROL**

TRAN CODE	JOB ORDER NO. (Account No.)	PRIOR REFERENCE	VENDOR #	DEBIT	CREDIT
391	<b>YOUR DEPARTMENT/AGENCY</b>			Number of employees x \$40.00 (DT Fee) = Debit charge	
	ACCOUNT NUMBER HERE (271 OBJECT CLASS)				
593	329860602				SAME AMOUNT AS DEBIT CHARGE
<b>Subtotal:</b>				<b>0.00</b>	<b>0.00</b>
<b>GRAND TOTAL:</b>				<b>0.00</b>	<b>0.00</b>

SAMPLE

EXPLANATION:

**AGENCY USE ONLY**

**PREPARER TO CHECK:**

TRANSACTION CODES ARE CORRECT

ACCOUNT NUMBERS ARE CORRECT

PRIOR REFERENCES ARE CORRECT

VENDOR NUMBERS ARE CORRECT

JOURNAL VOUCHER IS BALANCED

Prepared by: \_\_\_\_\_

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ CONTACT NO. \_\_\_\_\_

**CERTIFYING OFFICER AND APPROVING OFFICIAL TO CHECK:**

I CERTIFY FUNDS ARE AVAILABLE (REQUIRED FOR ALL APPROPRIATION ACCOUNTS).

I CERTIFY ALL COSTS CHARGED ARE CONSISTENT WITH REQUIREMENT OF APPROPRIATION LAW OR FEDERAL GRANT OR AGREEMENT AND ELIGIBLE TO BE CHARGED (APPROPRIATION ACCOUNTS ONLY).

I CERTIFY ENTRIES ARE PROPER AND AUTHORIZED BY LAW, RULE OR REGULATION.

Certified by: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Approved by: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DIVISION OF ACCOUNTS USE ONLY:**

Accountant / Tech. Supervisor Reviewing: \_\_\_\_\_

Reviewing Date: \_\_\_\_\_

**OVERRIDE IS AUTHORIZED BY MANAGER**

Manager Reviewing: \_\_\_\_\_

Date: \_\_\_\_\_

Posted By: \_\_\_\_\_

Date: \_\_\_\_\_