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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2022-004

To: All Line Agency and Department Heads
From: Director
Subject: **Micro Purchases**

Buenas yan Hafa Adai!

Line agencies/departments are reminded that Micro purchases (purchases totaling less than \$250) may be made through Petty Cash. This procedure will mitigate the costly and lengthy procurement process, which may be encountered using the procurement process designed for major purchases.

Treasurer of Guam will review petty cash limits to change these limits, if necessary to accommodate these purchases. A separate procedure will be advised for those agencies/departments, which do not maintain petty cash floats.

Agencies/departments are reminded that the use of petty cash should not be utilized to artificially divide purchase obligations.

Si Yu'os Ma'ase.


EDWARD M. BIRN