



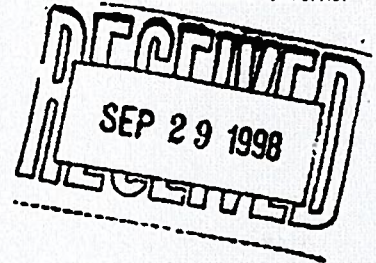
DEPARTMENT OF ADMINISTRATION  
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DIRECTOR'S OFFICE  
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Governor

MADELEINE Z. BORDAL  
Lieutenant Governor

September 21, 1998



DOA ORGANIZATIONAL CIRCULAR NO. 98-026

To: All Agencies/Department Heads  
From: Director of Administration  
Subject: Revision to Work Request Standards per DOA Organizational Circular No. 94-22

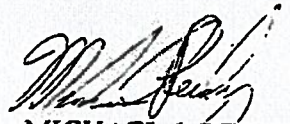
Håfa Adai!

This Circular is to amend Standard 6 of Circular Number 94-22 (Guidance Regarding Work Request) issued on August 12, 1994, to read:

“Effective September 30, 1994, all work requests must be accompanied by a Memorandum of Understanding. The Memorandum of Understanding must have the approval of the Attorney General and the Governor of Guam.

Effective August 14, 1998, work requests with dollar values less than \$5,000 will not require a Memorandum of Understanding but must be completed not later than 90 days after the end of the fiscal year following its encumbrance in the accounting records.”

Dångkolo na Si Yu'os Ma'åse.

  
MICHAEL J. REIDY  
Director