



Felix P. Camacho
Governor
Michael W. Cruz, M.D.
Lieutenant Governor

Department of Administration
(DIPATTAMENTON ATEMENSTRASION)
DIRECTOR'S OFFICE
(UFISINAN DIREKTOT)

Post Office Box 884 Hagatña, Guam 96932
Tel: (671) 475-1101/1250 Fax: (671) 477-6788



Lourdes M. Perez
Director
Joseph C. Manibusan
Deputy Director

NOV 09 2009

DOA ORGANIZATIONAL CIRCULAR NO.: 10-005

TO: All Line Agency Directors
FROM: Director, Department of Administration
SUBJECT: Procurement (Air Travel Voucher)

Hafa Adali! Effective immediately, all solicitation for airfare quotes must adhere to this Circular (which supersedes – DOA ORGANIZATIONAL CIRCULAR:08-022 dated June 19, 2008) in compliance with procurement laws relative to travel.

**"POLICY AND STANDARD OPERATING PROCEDURE
– ROTATION OF TRAVEL AGENCIES"**

This "Standard Operating Procedure" attempts to comply with 5GCA - Government Operations, Chapter 5 Guam Procurement Law, Part A Purposes, Construction and Application, §5001 (f).

The General Ledger (Travel Section) must determine the rotation schedule of the participating travel agencies to be provided to any and all line agencies.

The names of the travel agencies provided by GSA will be made available to all General Government line agencies (also) upon request (Agencies must call travel section).

Solicitation for Airfare quotes must be confined to the participating travel agencies and the rotation can be different with each agency due to frequency of travelers from each agency.

To start the rotation, on the first day of the rotation implementation a line agency will select the first Travel Agency on the list to call for quotation for their one or more travelers to one specific destination and purpose. However, when there were multiple travelers from one line agency going to the same destination and for the same purpose and the Airline Tickets total costs total \$15,000.00 or more, then the three quotation requirement must be adhered to and therefore the next three Travel agencies on the list must be called for quotes and select the agency that comes up with the lowest total costs. Should they have another traveler to another destination and for a different purpose to process on the same day, then the next Travel Agency on the list must be called for quotation.

On the following business / working day and the next and so on, the same process above must be repeated. To reiterate - each new set of rotation of Travel Agency names that are made available by and from the G.L.-Travel Section must be used accordingly.

Airfare quotations procured and received by a particular General Government line agency and used for their Travel Authorization approval (if still valid) shall be used as the basis for the G.L. -

Travel Section to secure a reservation, otherwise G.L. – Travel Section must request for new quotes (confined to the selected travel agency).

NOTE: TO ACHIEVE CONSISTENCY AND COMPARISON, QUOTES REQUESTED MUST ALWAYS BE INCLUSIVE OF = REGULAR FARE, ADVANCE PURCHASE, and FULL FARE.

Your usual cooperation is expected and should you have any question or need clarification, please contact Mr. Noe F. Bilgera, Accounting Manager at 475-1226 or Mr. Andrew Quinata, Accountant I at 475-1166.

Si' Yu'os Ma'ase.

LOURDES M. PEREZ

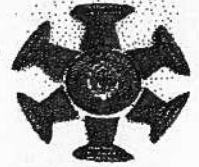
Attachment



Felix P. Camacho
Governor
Michael W. Cruz, M.D.
Lieutenant Governor

Department of Administration
(DIPATTAMENTON ATEMENSTRASION)
DIVISION OF ACCOUNTS
(DIBISION KUENTA)

Post Office Box 884 Hagatña, Guåhan 96932
Tel: (671) 475-1169/1260 Fax: (671) 472-8483



Lourdes M. Perez
Director
Joseph C. Manibusan
Deputy Director

March 3, 2010

ACCOUNTING DIRECTIVE: 10-005

To: All Line Agency Directors
From: Deputy Financial Manager
Subject: Procurement Documentation (Air Travel Voucher)

Hafa Adai! Effective immediately in conjunction with DOA ORGANIZATIONAL CIRCULAR NO.:10-005, each Travel Voucher must be additionally documented by a price quote for the same destination downloaded from the website of a selected air carrier when readily available for the same or very similar route and dated the same day an official quote was obtained from a travel agency.

Implementation of the rotational basis per DOA ORGANIZATIONAL CIRCULAR NO.:10-005 eliminated the required minimum three quotes from different travel agencies and due to this we are not able to gauge the reasonableness or fairness of the cost of an airline ticket. The requested additional documentation will allow us to continue to monitor the reasonableness and fairness of an airline ticket for any destination.

Your usual cooperation is expected and should you have any question or need clarification, please contact Mr. Noe F. Bilgera, Accounting Manager at 475-1266 or email him at Noe.Bilgera@doa.guam.gov or Mr. Andrew Quinata, Accountant I at 475-1166 or email him at Andrew.Quinata@doa.guam.gov.

Si' Yu'os Ma'ase.

KATHRINE B. KAKIGI