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DEPARTMENT OF ADMINISTRATION ORGANIZATION CIRCULAR: 2018-011

To: All Department and Line Agencies
From: Director, Department of Administration
Subject: Update of Government of Guam Fixed Asset Records

Buenas yan Hafa Adai! The Department of Administration is currently in the process of completing the fixed assets reporting for the FY2017 Audit. In order to be in compliance with Federal Mandate 2 CFR Chapter 11, Subpart D, §200.313(d)(5), we are requesting each department/agency to provide the following:

- Form ACC-PMB001 (Report of Survey-Disposal):
 - A copy of the completed form submitted to GSA needs to be routed to DOA Accounting office with proper supporting documents (i.e. all items which have been purchased with federal funds must have letter of approval attached).
- ACC-PME001 (Stolen-Missing-Lost Equipment):
 - A copy of the completed form must be submitted to DOA Accounting office with a copy of a police report and a letter from the director of your agency.
- ACC-PMC001 (Transfer of Property):
 - A copy of the completed form must be submitted to DOA Accounting office with proper supporting documents (i.e. all items purchased with federal funds must have letter of approval attached, and a letter from the director of your agency approving the transfer).

The above requirements must be completed by February 2, 2018. Forms are available at the following website under Fixed Assets Forms http://da.doa.guam.gov/resource/#tabs_desc_3057_3.

If you have any questions or concerns regarding the aforementioned, please contact Armi Lynn Lujan at 638-3823, Krystyna Ilagan at 475-1125, or Anthony Macias at 475-1140.

Si Yu'os Ma'ase,

CHRISTINE W. BALETO