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**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2019-019**

**TO:** All Line Department and Agency Heads  
**FROM:** Director, Department of Administration  
**SUBJECT:** Telecommunication and Internet Services

*Buenas yan Hafa Adai!* The Emergency Procurement declaration of March 21, 2019 has not resulted in a successful procurement of telecommunication and internet services. This situation has left charges for services currently being provided to line agencies without authorizing purchase orders.

Since these services have continued to have been provided by vendors, you are advised to forward unsupported invoices from telecommunications and internet providers to the Appropriations section of the Department of Administration (DOA). Accounting Division for review and, if appropriate, payment. Any such invoices forwarded should be certified in the usual manner for acceptance of the service and availability of funds.

This process is necessary to insure that essential communication services are not disconnected, therefore, all such services should be continuing requirements not new or additional requisitions.

General Services Agency (GSA) will advise about future actions in due course.

Thank you for your continued assistance and cooperation.

Sensemante,

  
EDWARD M. BIRN