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**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2022-016**

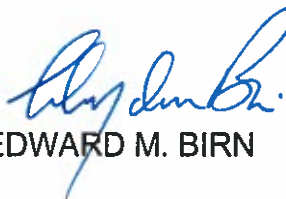
To: All Line Agency and Department Heads  
From: Director of Administration  
Subject: **Accounting: Purchase Orders and Other Contractual Commitments**

***Buenas yan Hafa Adail***

Purchase Orders and Other Contractual commitments, which are fully funded by federal grants, should not expire at the end of the fiscal year. Their expiry date should be the earlier of exhaustion of funds or the date of grant expiration (as extended, if applicable).

It will be unnecessary for agencies to generate new requisitions for purchase orders covered by such funding and these purchasing agencies should request an adjustment of encumbrances for qualifying purchase orders. Requisitions for new such purchase orders should clearly state grant expiry dates.

***Si Yu'os Ma'ase.***

  
EDWARD M. BIRN