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DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)  
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April 25, 2019

**GENERAL SERVICES AGENCY CIRCULAR NO.: 2019-004**

TO: All Agency and Department Heads  
FROM: Chief Procurement Officer  
SUBJECT: **Fiscal Year 2019 Requisition Close Out**

*Hafa Adai!* Fiscal Year End 2019 is approaching and the requisition deadlines are as follows:

1. The deadline for requisition(s) \$25,000.00 and above requiring Invitation for Bid is **Friday, June 28, 2019.**
2. Requisition(s) for procurement Less than \$25,000.00 (Small Purchases) shall be entered **no later than Friday, August 30, 2019.**
3. Requisitions for FY 2020 Continuing Contracts such as the copier equipment lease, Pitney Bowes/Neopost Postage Meter Rental, Lease on Office Space, etc. shall be entered into the AS400 System **no later than Tuesday, September 10, 2019.** As a reminder, the **Blanket Purchase Agreement (BPA) is NOT** a continuing contract; therefore, it will be rejected.
4. Requisition(s) for Stock Issue (Tenda Gubetnu) is **Friday, September 6, 2019.** Furthermore, the final day for pick-up of stock items at Tendan Gubetnu will be **NO LATER THAN** Close of Business on **Wednesday, September 11, 2019.** All Central Stock Requests (CSRs) will be cancelled and all stock items will be returned to the shelves for preparation for the Year-End Inventory.

Once again, all agency and department heads are hereby requested to properly assess their needs for submission to General Services Agency on or before the above deadlines. In addition, our office will not entertain any requisition(s) past these deadlines stated above unless it is deemed an emergency.

Should you have any questions, please contact our office at (671) 475-1720/1707 or send an Email to [gsaprocurement@gsadoa.guam.gov](mailto:gsaprocurement@gsadoa.guam.gov), attention Ms. Bertha Pereda Padrones, Administrative Officer,

CLAUDIA S. ACFALLE