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January 29, 2024

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-027**

To: All Line Agency and Department Heads  
From: Director of Administration  
Subject: **Deadline for Submission of Requisitions on AS400 and OnBase Systems**

***Buenas yan Hafa Adai!***

The Department of Administration is in the process of implementing the new Government of Guam Financial Management Information System. To help prepare for the transfer of data to the new system before its implementation, departments and agencies have until Wednesday, January 31, 2024, to submit requisitions and supporting documents in the AS400 and OnBase systems.

The General Services Agency will not entertain any requisition(s) that are not complete by January 31, 2024. This deadline is necessary to allow the Acting Chief Procurement Officer to review requisition submissions and sign purchase orders that will be transferred to the new Financial Management Information System before its implementation.

Should you have any questions, please do not hesitate to contact the General Services Agency at (671) 484-8665/8667/8668 or send an email to [gsaprocurement@gsadoa.guam.gov](mailto:gsaprocurement@gsadoa.guam.gov).

Your attention and cooperation in this matter will be greatly appreciated.

***Si Yu'os Ma'ase!***

EDWARD M. BIRN