



EDWARD M. BIRN
Director (Direktot)
ELIZABETH T. FISHER

Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
General Services Agency Division
(Ahension Setbision Hinirat)
Email: gsaprocurement@gsadoa.guam.gov
Website: www.gsa.doa.guam.gov



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

To: Chief Procurement Officer, General Services Agency

From: _____

Subject: General Services Agency (GSA) Security Authorization Request

Check One: New User Delete User Additional Access

Name: _____
Last, First M.I.

Active Directory ID: _____ Dept./Div. No.(s): _____
(Job Number)

Please check one of the following:

Department User
Central Stock Request Processing
Requisitions
Purchase Orders

Authorized Buyer User
Users **MUST** Complete Procurement Training
Central Stock Request Processing
Requisitions
Purchase Orders
Create Encumbrance
Cancel Encumbrance

Completion of Procurement Training (check all that apply): [Training Certificates must be provided.]

<input type="checkbox"/>	Module I: Fundamentals & Principles of Procurement	<input type="checkbox"/>	Module III: Procurement Review Process
<input type="checkbox"/>	Module II: The Solicitation Process	<input type="checkbox"/>	Module IV: Management & Administration of Procurement

Conditions and Acceptance of User ID and Password by Employee:

The Procurement Access is authorized for an employee's exclusive use and is government property. This access must be safeguarded and protected from unauthorized persons. Use of the ID and Password by other than the employee is an unauthorized use and could be prosecuted under Guam Law.

Employee Acceptance of Agreement: (Print Name) _____

[] Approved [] Disapproved

Requestor: (Print Name) _____
Department/Agency Head Chief Procurement Officer (GSA)

GSA USE ONLY. This form has been routed to the following for processing completion:

Office of Technology Department of Administration Division of Accounts