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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2025-031

To: All Line Agency and Department Heads
From: Director of Administration
Subject: **Submission of Contracts to Department of Administration**

Buenas yan Hafa Adai!

Mandated by 5GCA §22602, a copy of contracts for which payments may be made must be submitted to Department of Administration for filing.

Effective October 1, 2025, submissions under this requirement should be made to General Services Agency division of Department of Administration in lieu of Accounting. GSA will be responsible for the maintenance of contracts.

Agencies are reminded that copies of contracts should include all attachments and schedules and mandated inclusions such as bid/performance bonds.

Si Yu'os Ma'ase.

EDWARD M. BIRN