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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

General Services Agency Division
(Ahension Setbision Hinirat)

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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

Request Type: New User Delete User Additional Access

Name: Last First M.I.

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

Access Details: Department User

User **MUST** Complete Procurement Training

Central Stock Request Processing

Requisitions

Purchase Orders

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 Signature

Department/Agency Head: Print Name Signature

*****GSA OFFICIAL USE ONLY*****

☐ Approved ☐ Disapproved

Chief Procurement Officer (GSA)

This form has been routed to the following for processing completion:

Office of Technology Department of Administration Division of Accounts