

Eddie Baza Calvo
Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

148 Route 1 Marine Drive, Piti, Guam 96915
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 472-4217

Ray Tenorio
Lieutenant Governor

Anthony C. Blaz
Acting Director

Deputy Director

January 7, 2016

GENERAL SERVICES AGENCY CIRCULAR No.: 2016-004

Memorandum

To: All Line Department/Agency Heads

From: Chief Procurement Officer

Subject: Updated of Authorized Personnel and Signatures

Buenas yan Hafa Adai! Please be advised that the General Services Agency is updating our files on authorized personnel as well as the assigned alternates for all departments/agencies. ***These individuals will be the only persons to be honored at the Tendan Gubetnu, the State Agency for Surplus, and the Control Branch pertaining to the issuance of supplies and materials in addition to the release of procurement and other related documents.*** It is important that these files remain current to ensure the timely processing of your Department/Agency documents.

Attached is the necessary form to be completed. If you have any questions please contact our office at (671) 475-1707 or (671) 475-1720.

Un Dangkolo na si Yu'os Ma'ase for your attention and cooperation.


CLAUDIA S. ACFALLE

Attachment



GENERAL SERVICES AGENCY

SIGNATURE AUTHORIZATION

TENDAN GUBETNU, CONTROL & GUAM STATE AGENCY FOR SURPLUS PROPERTY

Date: _____

To: Chief Procurement Officer

From: _____

Dept/Div No: _____ Telephone: _____ Fax: _____

The following individual(s) are authorized to sign for and pick-up procurement related documents and supplies from the Tendan Gubetnu, the Control Section and the Guam State Agency for Surplus Property.

_____ Name and Title	_____ Signature	_____ Initial
_____ Name and Title	_____ Signature	_____ Initial
_____ Name and Title	_____ Signature	_____ Initial
_____ Name and Title	_____ Signature	_____ Initial
_____ Name and Title	_____ Signature	_____ Initial

Signature of Dept/Agency Head