Eddie Baza Calvo
Governor

Christine W. Baleto
Director
Dept. of Administration

GSA

GENERAL SERVICES AGENCY
(Ahensian Setbision Hinirat)
Department of Administration
148 Route 1 Marine Corps Drive, Piti, Guam 96915
Tel: (671) 475-1707 Fax Nos: (671) 475-1727 / 472-4217

Ray Tenorio
Lieutenant Governor

Vincent P. Arriola
Deputy Director
Dept. of Administration

March 8, 2017

**GENERAL SERVICES AGENCY CIRCULAR NO. 2017- 06**

TO: All Line Department/Agency Heads

FROM: Chief Procurement Officer

SUBJECT: **Submission of Updated List of Department/Agency Official Vehicles**

*Buenas yan Hafa Adai!* Please provide an updated listing of your department/agency's official vehicles to the General Services Agency. The following information is required.

- License Plate No.
- Year
- Make
- Model
- Body Style
- Cylinder
- VIN
- Color

The updated official vehicle listing is due to the General Services Agency no later than Close of Business March 24, 2017.

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

CLAUDIA S. ACFALLE