

**Eddie Baza Calvo**  
Governor



**GENERAL SERVICES AGENCY**

(Ahensian Setbision Hinirat)  
Department of Administration

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May 21, 2013

**GENERAL SERVICES AGENCY CIRCULAR No.: 2013-005**

**To:** All Line Department/Agency Heads  
**From:** Chief Procurement Officer  
**Subject:** **Fiscal Year 2013 Requisition Close Out**

Hafa Adai! Fiscal year end 2013 is fast approaching and the requisition deadlines are as follows:

1. Requisitions for continuing contracts such as the copier equipment lease, Pitney Bowes postage meter rental, lease of office space, and etc. for FY 2014 is Friday, August 2, 2013.
2. Requisitions for outside procurement requiring bids, \$15,000.00 and above, is Friday, July 5, 2013.
3. Requisitions for outside procurement below \$15,000.00 is Friday, August 30, 2013; and
4. Requisitions for stock issue (Tendan Gubetnu) is Thursday, September 19, 2013. Furthermore, the final day for the pick-up of stock items from the Tendan Gubetnu will be NO LATER THAN close of business on Friday, September 20, 2013. Regarding all stock items not picked up from the Tendan Gubetnu on Friday, September 20, 2013; all Central Stock Requests (CSRs) will be cancelled and the supplies will be returned to the shelves for preparation for the End of Year Inventory.

All department and agency heads are hereby requested to properly assess their needs for submission to General Services Agency on or before the above deadlines. Any requisitions not meeting the required deadline will not be entertained unless it is of dire emergency.

Should you have any questions, please contact our office at (671) 475-1710 or fax via (671) 475-1727.

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

  
CLAUDIA S. ACFALLE