



# GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

GOVERNMENT OF GUAM

148 Route 1 Marine Drive, Piti, Guam 96915

Tel: (671) 475-1707 / 1720; Fax: (671) 472-4217

DATE: \_\_\_\_\_

ADJUSTMENT NO.: \_\_\_\_\_

## MEMORANDUM

To: Certifying Officer, \_\_\_\_\_  
Via: Director of Administration  
From: Chief Procurement Officer  
Subject: **Adjustment of Encumbrance**

Your immediate action is hereby requested to expedite transaction on your standing order.

	FROM	TO	ADJUSTED
<input type="checkbox"/> INCREASE Purchase Order No.: _____ Account No. _____	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> DECREASE Purchase Order No.: _____ Account No. _____	\$ _____	\$ _____	\$ _____

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### AGENCY USE

AGENCY: \_\_\_\_\_

Funds certified by: \_\_\_\_\_  
\_\_\_\_\_  
**Certifying Officer** DATE

☐ Approved |

☐ Disapproved

\_\_\_\_\_  
**Agency / Department Head** DATE

### INSTRUCTIONS

1. Certify and detach "AGENCY'S COPY" for your files.
2. "GENERAL SERVICES AGENCY" and "ACCOUNTING" Copies should be submitted to General Services Agency after certification.
3. This form shall be used only for adjustment of encumbrance on transactions made within the current fiscal year, otherwise, regular requisition form, Form No. FCN-2-4-4 shall be used.
4. Prior to submission to General Services Agency, please route to Department of Administration, Quality Control, for clearance.

**CLAUDIA S. ACFALLE**