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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)

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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

December 16, 2020

GENERAL SERVICES AGENCY CIRCULAR NO.: 2021-002

To: All Department and Agency Heads

From: Chief Procurement Officer

Subject: **ELECTRONIC SUBMISSION OF DOCUMENTS**
(i.e., Adjustment of Encumbrance, De-Obligation, Liquidation, Amendment
To Purchase Orders, Receiving Report and Invoice-Copy to GSA)

Buenas yan Håfa Adai! Please be reminded all line agencies/departments are instructed to submit their Adjustment of Encumbrances, De-obligations, Liquidations, and other requests for amendment to purchase orders electronically via email to the following email address: gsaprocurement@gsadoa.guam.gov.

Also be advised of the following requirements:

- Adjustments of Encumbrance must include the period covered as follows:
Subject: Adjustment of Encumbrance for (Month/Year)
- Each document must be individually scanned and titled as attachments as follows:
 - Purchase Order No._; Requisition No._; Adjustment of Encumbrance Mo_/Year_/Date of Document
 - Purchase Order No._' Requisition No._' De-Obligation_ Date of Document
 - Purchase Order No._; Requisition No.; Liquidation_ date of Document

Copies of signed/dated Receiving Reports and respective invoices shall also be submitted via email. Scan and title as a set per Purchase Order number as follows: Purchase Order No._; Requisition No._; Receiving Report and Invoice_1 or 2, or 3 (a unique number in the case of multiple submissions of Receiving Report with invoice (i.e., BPA or draw down is this your first submission? Or second submission? Third? Fourth?) to the General Services Agency (GSA) email address: gsaprocurement@gsadoa.guam.gov

As a reminder to those agencies/departments who have failed to submit copies of their signed/dated Receiving Reports and Invoices to GSA, you must now follow these procedures for electronic submission.

COMMITTED TO EXCELLENCE

December 16, 2020

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GSA's objective is in the interest of reducing hard copy document files and the storage requirements as a result of incoming hard copy documents and to maintain consistency in the indexing and processing of these referenced invoice documents.

Should you have any questions on this matter, you contact the Control Section at 475-1707/1708. Your attention and cooperation in this request will be greatly appreciated. *Dangkolo na Si Yu'os Ma'ase!*


CLAUDIA S. ACFALLE