



EDWARD M. BIRN
Director (Direktot)

EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY
(Ahensian Setbision Hinirat)

148 Route 1 South Marine Corps Drive, Piti, GU 96910
Telephone (Telefon): (671) 475-1707/1729 • Fax (Faks): (671) 472-4217/1727
Email: gsaprocurement@gsadoa.guam.gov Website: www.gsa.doa.guam.gov



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

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

December 16, 2020

GENERAL SERVICES AGENCY CIRCULAR NO.: 2021-003

To: All Department and Agency Heads
From: Chief Procurement Officer
Subject: **UPDATE AUTHORIZED PERSONNEL AND SIGNATURES**

Buenas yan Håfa Adai! Please be advised that the General Services Agency is updating its files on authorized personnel as well as the assigned Alternates for all agencies/departments. These individuals will be the only persons honored at the Tendan Gubetnu, the State Agency for Surplus Property, 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 Agency/Department documents.

Attached is the necessary form to complete and transmit to our office no later than December 31, 2020. Any further questions, please do not hesitate to call 475-1707/1708.

Your immediate and prompt attentions in this matter will be greatly appreciated. ***Si Yu'os Ma'åse'.***


CLAUDIA S. ACFALLE

Attachment



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: _____

To: Chief Procurement Officer

From: _____
Department / Agency

Agency / Dept. No.:

Telephone No.: _____

Fax No.: _____

Subject: **SIGNATURE AUTHORIZATION**

Ref: Tendan Gubetno and Guam State Agency for Surplus Property

The following personnel are authorized to sign for and pick up supplies from the Tendan Gubetno and the GUAM State Agency for Surplus Property and procurement related documents from the Control Section.

_____ Name / Title	_____ Signature	_____ Initial
_____ Name / Title	_____ Signature	_____ Initial
_____ Name / Title	_____ Signature	_____ Initial
_____ Name / Title	_____ Signature	_____ Initial
_____ Name / Title	_____ Signature	_____ Initial
_____ Name / Title	_____ Signature	_____ Initial

Name Title / Position
Head of Agency / Department