

Eddie Baza Calvo
Governor



GENERAL SERVICES AGENCY

(Ahensian Setbision Hinirat)
Department of Administration

Ray Tenorio
Lieutenant Governor

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Vincent P. Arriola
Deputy Director
Dept. of Administration

March 8, 2017

GENERAL SERVICES AGENCY CIRCULAR NO.: 2017 - 004

TO: All Department and Agency Heads
FROM: Chief Procurement Officer
SUBJECT: **Update of Authorized Personnel and Signatures**

Hafa Adai! Please be advised that the General Services Agency is updating our files on authorized personnel as well as the assigned alternates for all departments/agencies. These individuals will be the only persons to be 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 Department/Agency documents.

Attached is the necessary form to be completed. Should you have any questions, please contact GSA @ 475-1707.

Your immediate attention and usual cooperation is greatly appreciated.

Dangkolo na Si Yu'os Ma'ase'


CLAUDIA S. ACFALLE

attachment



GENERAL SERVICES AGENCY

SIGNATURE AUTHORIZATION

TENDAN GUBETNU, CONTROL & GUAM STATE AGENCY FOR SURPLUS PROPERTY

Date: _____

To: Chief Procurement Officer

From: _____

Dept/Div No: _____ Telephone: _____ Fax: _____

The following individual(s) are authorized to sign for and pick-up procurement related documents and supplies from the Tendan Gubetnu, the Control Section and the Guam State Agency for Surplus Property.

_____ Name and Title	_____ Signature	_____ Initial
_____ Name and Title	_____ Signature	_____ Initial
_____ Name and Title	_____ Signature	_____ Initial
_____ Name and Title	_____ Signature	_____ Initial
_____ Name and Title	_____ Signature	_____ Initial

Signature of Dept/Agency Head