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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY

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October 10, 2022

GENERAL SERVICES AGENCY CIRCULAR NO.: 2022-003

To: All Line Department and Agency Heads
From: Chief Procurement Officer
Subject: **Submission of Updated List of Department / Agency Official Vehicles**

Håfa Adai! Please provide an updated listing of your department/agency's official vehicles to the General Services Agency. The following information is required:

- License Plate No.
- Year
- Make
- Model
- Body Style
- Cylinder
- VIN
- Color

The updated official vehicle listing is due to the General Services Agency **no later than close of business October 31, 2022.**

Your attention and full cooperation in this matter is greatly appreciated. ***Si Yu'os Ma'åse.***


CLAUDIA S. ACFALLE