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Director (Direktot)
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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
GENERAL SERVICES AGENCY

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LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigunda Maga'låhi)

October 10, 2022

GENERAL SERVICES AGENCY CIRCULAR NO.: 2022-005

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 October 31, 2022. Any further questions, please do not hesitate to call 475-1707/1720.

Your immediate and prompt attention 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.

_____ <i>Name / Title</i>	_____ <i>Signature</i>	_____ <i>Initial</i>
_____ <i>Name / Title</i>	_____ <i>Signature</i>	_____ <i>Initial</i>
_____ <i>Name / Title</i>	_____ <i>Signature</i>	_____ <i>Initial</i>
_____ <i>Name / Title</i>	_____ <i>Signature</i>	_____ <i>Initial</i>
_____ <i>Name / Title</i>	_____ <i>Signature</i>	_____ <i>Initial</i>
_____ <i>Name / Title</i>	_____ <i>Signature</i>	_____ <i>Initial</i>

Name Title / Position
Head of Agency / Department