



EDWARD M. BIRN
Director (Direktot)
BERNADINE C. GINES
Deputy Director (Sigundo Direktot)

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

Ahension Setbision Hinirat
Telephone (Telefon): 671-475-1707/1708/1720



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

February 7, 2023

GENERAL SERVICES AGENCY CIRCULAR NO.: 2023-001

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
Reports and Invoices)

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 to GSA's email address:
gsaprocurement@gsadoa.guam.gov.

Also, be advised of the following requirements:

- Adjustment 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

In addition, all invoices **MUST** be entered to the AS400. Copies of signed/dated Receiving Reports and respective invoices **MUST** be uploaded to the ONBASE file. These procedures for electronic submission must be followed most especially for those agencies/departments who have failed to submit copies of their signed/dated Receiving Reports and Invoices to GSA.

GENERAL SERVICES AGENCY CIRCULAR NO.: 2023-001

To: All Department and Agency Heads
Subject: Electronic Submission of Documents
(i.e., *Adjustment of Encumbrance, De-Obligation, Liquidation, Amendment to Purchase Orders, Receiving Reports and Invoices*)

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, please contact GSA Control Section at 671-475-1707/1708/1720. Your attention and cooperation in this request is appreciated. ***Si Yu'os Ma'åse!***


CLAUDIA S. ACFALLE
Chief Procurement Officer