GSA

GENERAL SERVICES AGENCY

(AHENSION SETBISION HINIRAT)

590 SOUTH MARINE CORPS DRIVE, ITC BUILDING, TAMUNING, GUAM 96913
TELEPHONE: (671) 475-1705 | FAX: (671) 475-1729

MEMORANDUM

TO: Chief Procurement Officer
VIA: Director of Administration
FROM: Certifying Officer, _____
SUBJECT: Adjustment of Encumbrance

Date: _____
Adjustment No.: _____

Your immediate action is hereby requested to expedite transaction on your standing order.

	FROM	TO	ADJUSTED
☐ INCREASE Purchase Order No.: _____ Account No.: _____	$	$	$
☐ DECREASE Purchase Order No.: _____ Account No.: _____	$	$	$

Remarks: _____
_____
_____
_____
_____
_____
_____
_____

AGENCY USE

Agency: _____

Funds Certified By: _____ _____
CERTIFYING OFFICER Date

☐ APPROVED
☐ DISAPPROVED

_____ _____
AGENCY/DEPARTMENT HEAD Date

INSTRUCTIONS

1. Copy of Adjustment of Encumbrance from should be submitted to General Services Agency after certification.
2. This form shall be used only for adjustment of encumbrance on transactions made within the current fiscal year, otherwise, regular requisition form, Form No. FCN-2-4-4 shall be used.
3. Prior to submission to General Services Agency, please route to Department of Administration, Quality Control, for clearance.