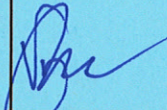


TITLE: ADJUSTMENT OF ENCUMBRANCE	POLICY NO: CDLO 200
PURPOSE: To be in compliance with the process of preparing and submitting monthly Adjustment of Encumbrance (Applies to cellular and office phone services ONLY).	UPDATED: JULY 2021 

NOTE: At the end of every month, with the exception of the first month of the fiscal year, an Adjustment of Encumbrance must be prepared and submitted to GSA. This is done to ensure the monthly cellular or office telephone services are paid. Without this document, no Vendor payments may be submitted for payment.

PROCEDURE

- Prepare a General Services Agency (GSA), Adjustment of Encumbrance Memorandum form.
- Have Memorandum certified and approved with appropriate signatures.
- Submit to GSA. GSA will send a copy of the amendment once prepared.
- Attach the Vendor Invoice, copy of the signed Purchase Order, and the amendment, and submit to the Department of Administration (doa.invoice@doa.guam.gov) for payment.