

LOURDES A. LEON GUERRERO
GOVERNOR



JOSHUA F. TENORIO
LT. GOVERNOR

UFISINAN I MAGA'HÅGAN GUÅHAN
OFFICE OF THE GOVERNOR OF GUAM

Via Hand Delivery
and E-mail to: speaker@guamlegislature.org

May 21, 2023

HONORABLE THERESE M. TERLAJE
Speaker
I Mina 'trentai Siette Na Liheslaturan Guåhan
37th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

RE: EXECUTIVE ORDER NO. 2023-02

Hafa Adai Madame Speaker:

Pursuant to Public Law 34-16, transmitted herewith is the following Executive Order:

**EXECUTIVE ORDER NO. 2023-02: RELATIVE TO DECLARING A STATE OF
EMERGENCY IN ANTICIPATION OF THE APPROACH OF TROPICAL STORM
MAWAR**

Thank you.

Sensgemente,

A handwritten signature in blue ink, appearing to read "Leslie A. Travis".

LESLIE A. TRAVIS
Legal Counsel

Enclosure: Executive Order No. 2023-02

cc via email: *Maga'hågan Guåhan*
Sigundo Maga'låhen Guåhan
Hon. Robert J. Torres, Jr., Chief Justice of Guam
Compiler of Law
Central Files
Cabinet Members



ISLAND OF GUAM
OFFICE OF THE GOVERNOR
HAGATNA, GUAM 96932
U.S.A.

EXECUTIVE ORDER NO. 2023-02

**RELATIVE TO DECLARING A STATE OF EMERGENCY IN
ANTICIPATION OF THE APPROACH OF TROPICAL STORM
MAWAR**

WHEREAS, on May 21, 2023, the National Weather Service, Guam Weather Forecast Office ("NWS"), forecast that Tropical Storm Mawar (formerly Tropical Depression 02W), which is located approximately 570 miles south-southeast of Guam, is steadily intensifying and maintaining a track toward Guam and the Mariana Islands; and

WHEREAS, while a Typhoon Watch remains in effect for Guam, projecting the possibility of damaging winds of 39 mph or more within 48 hours, NWS states that there is a high likelihood for Tropical Storm to Typhoon impacts, with possible winds up to 74 mph, and heavy rainfall of at least 5-9 inches throughout the Marianas. Tropical Storm Mawar is expected to further intensify into a typhoon by the time it arrives in our region. Tropical-Storm-Force winds are presently anticipated from early Tuesday, May 23, 2023 through late Wednesday, May 24, 2023, and dangerous surf is possible as early as Monday, May 22, 2023; and

WHEREAS, on Saturday, May 20, 2023 at 1:00 p.m., I placed the island in Condition of Readiness 3, in anticipation of damaging winds and rains within forty-eight (48) hours. At 8:00 p.m. on May, 21, 2023, I placed the island in Condition of Readiness 2; and

WHEREAS, based upon current forecasts and modeling, the strength and track of Tropical Storm Mawar represent an imminent, credible, and significant threat to the health, safety and welfare of Guam; and

WHEREAS, in anticipation of Mawar's closest approach, the Offices of Homeland Security and Civil Defense ("GHS/OCD") and other territorial agencies are instructed to take precautionary and proactive steps in order to secure the safety of the island and to reduce the potential destruction of property and loss of life; and

WHEREAS, an emergency situation exists such that in order to safeguard the community, critical infrastructure, and the general welfare of the island against the impending dangerous onset of destructive winds and rains forecast to strike Guam, it is critical that timely precautions be taken and resources be immediately identified, mobilized and deployed as contemplated in the GHS/OCD-FEMA 2018 Guam Catastrophic Typhoon Plan and in the 2016 Guam Comprehensive Emergency Management Plan.



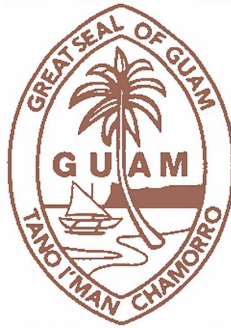
ISLAND OF GUAM
OFFICE OF THE GOVERNOR
HAGATNA, GUAM 96932

NOW, THEREFORE, I, LOURDES A. LEON GUERRERO, *I Maga'hågan Guåhan*, Governor of Guam, and by virtue of the authority vested in me by the Organic Act of Guam, as amended, and the laws of Guam, do order as follows:

1. **Declaration of State of Emergency.** A state of emergency is hereby declared for the island of Guam in anticipation of the approach of Tropical Storm Mawar.
2. **Emergency Procurement and Emergency Expenses.** Pursuant to Section 5215 of Title 5, Guam Code Annotated, authorizing emergency procurement upon executive order, and § 22402 of Title 5, Guam Code Annotated, I hereby authorize overtime and emergency procurement for heavy equipment rental, debris removal, nursing and medical support services for the North and Southern Community Health Centers, Guam Department of Education typhoon shelter operations, lodging for displaced residents, and the purchase of supplies, materials, goods, services or other expenditures, up to a combined total maximum of Two Hundred Fifty Thousand Dollars (\$250,000.00).
3. **GHS/OCD to be Lead Agency; Purpose of Emergency Procurement.** GHS/OCD shall be the lead agency for the emergency procurement of any goods and services relative to this Executive Order, the effective period of which shall be for thirty (30) days as provided in § 5215 of Title 5, Guam Code Annotated.
4. **Authorization for Overtime.** I further authorize the payment of overtime, for exempt and non-exempt Government of Guam employees, to work in excess of forty (40) hours a week in order to mitigate and respond to the effects of Tropical Storm Mawar throughout Guam. The Governor's Authorized Representative, in consultation with Guam Homeland Security, the Office of Civil Defense, and the Bureau of Budget and Management Research, is authorized to determine the eligibility of overtime expenditures resulting from work performed by the government agencies, and approval shall be obtained prior to incurring any overtime or expenses. Failure to obtain prior approval may be grounds for denying reimbursement.

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ISLAND OF GUAM
OFFICE OF THE GOVERNOR
HAGATNA, GUAM 96932
U.S.A.

5. **Documentation of Expenses.** All departments and agencies are instructed to keep appropriate documentation on all emergency expenses incurred pursuant to this Executive Order for inspection by the Executive and Legislative Branches and by the Public Auditor of Guam, and in anticipation of federal disaster assistance approval by the President of the United States to be administered by the Federal Emergency Management Agency.

SIGNED AND PROMULGATED at Hagåtña, Guam, this **21st** day of **May, 2023**.

A handwritten signature in black ink, reading "Lourdes A. Leon Guerrero".

LOURDES A. LEON GUERRERO
Maga'hågan Guåhan
Governor of Guam

Attested by:

A handwritten signature in black ink, reading "Joshua F. Tenorio".

JOSHUA F. TENORIO
Sigundo Maga'låhen Guåhan
Lt. Governor of Guam



I CERTIFY THAT THE FOREGOING STATEMENT OF INFORMAL QUOTATION IS TRUE AND CORRECT AND PRICES CHARGED ARE JUST, FAIR AND REASONABLE, AND THE BEST OBTAINABLE FOR THE DESCRIBED BELOW.

DOCUMENT NO.: Q230280081 APPROPRIATION NO.: 5100C230280E0028230

Eriksen, Ryan J. - GSA5/22/2023
BUYERDATE

REMARKS:
AUTHORITY CODE: 3113 (EMERGENCY)
REF: EXECUTIVE ORDER 2023-02 (STATE OF EMERGENCY)
REF: GSA-003-17
VENDOR: IP&E HOLDINGS

Vendor No: I0096520	Vendor No:	Vendor No:
Vendor Name:	Vendor Name:	Vendor Name:
IP&E HOLDINGS LLC		
DBA IP&E GUAM		
643 CHALAN SAN ANTONIO S		
TAMUNING, GU 96913-3644		
Point of Contact:	Point of Contact:	Point of Contact:
SALES		
Date: 5/22/2023	Date:	Date:
Phone: 671 647-0123	Phone:	Phone:
Fax #: 671 649-4353	Fax #:	Fax #:
Delivery:	Delivery:	Delivery:

DESCRIPTION	QTY	UNIT	QTY	UNIT PRICE	EXTENSION	QTY	UNIT PRICE	EXTENSION	QTY	UNIT PRICE	EXTENSION
PURCHASE OF DIESEL FUEL	1	EA	1	10000.000	10000.00	* * N O Q U O T E * *	* * N O Q U O T E * *				
FOR DPW TO FILL UP DIESEL					Selected						
TRUCK TO TOP OF GOVGUAM											
AGENCIES GENERATORS											
IN PURSUANT TO EXECUTIVE ORDER											
2023-02 RELATIVE TO DECLARING											
A STATE OF EMERGENCY IN											
ANTICIPATION OF THE APPROACH											
OF TROPICAL STORM MAWAR.											
REF: GSA-003-17											
AUTHORIZED PERSONNEL											
FRED FERNANDEZ											
DARREN MUNA											
BLANKET PURCHASE AGREEMENT											
COMMENCING UPON RECEIPT OF											
PURCHASE ORDER AND EXPIRING ON											
6/22/23 OR UPON EXHAUSTION OF											
FUNDS, WHICHEVER OCCURS FIRST.											
Mat. Costs					10000.00						
Amt. Disc.											
Loc.Pref.10											
Loc.Pref.15											
Net Total					10000.00						

ASSIGNED BUYER: GSAERIKR

REQUISITION EMERGENCY

REQUISITION #: Q230280081

APPROPRIATION: 5100C230280EO028230

TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR

ENCUMBERED DATE

5/22/2023

SUBMITTED BY:

Quenga, Marie T. -Office of Homeland S

AUTHORIZED DEPARTMENT REPRESENTATIVE

SIGNATURE

DATE

DEPARTMENT/DIVISION: STATE HOMELAND SECURITY PROGRA

REQUEST DATE: 5/22/2023

ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
1	PURCHASE OF DIESEL FUEL FOR DPW TO FILL UP DIESEL TRUCK TO TOP OF GOVGUAM AGENCIES GENERATORS IN PURSUANT TO EXECUTIVE ORDER 2023-02 RELATIVE TO DECLARING A STATE OF EMERGENCY IN ANTICIPATION OF THE APPROACH OF TROPICAL STORM MAWAR.	EA	1	10000.00	10000.00
TOTAL =====>					10000.00

JUSTIFICATION:

SUGGESTED VENDOR SHELL GAS STATION

** PRINT NAME & SIGN

() APPROVAL

() DISAPPROVAL

RECEIVED BY

DATE

(CERTIFYING OFFICER)

APPROVING AUTHORITY (DIRECTOR)

ASSIGNED BUYER: GSAERIKR

REQUISITION EMERGENCY

REQUISITION #: Q230280081
APPROPRIATION: 5100C230280E0028230

TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR ENCUMBERED DATE
5/22/2023

SUBMITTED BY:

Quenga, Marie T. -Office of Homeland S
AUTHORIZED DEPARTMENT REPRESENTATIVE SIGNATURE DATE

DEPARTMENT/DIVISION: STATE HOMELAND SECURITY PROGRA REQUEST DATE: 5/22/2023

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TOTAL =====>					10000.00

JUSTIFICATION:
SUGGESTED VENDOR SHELL GAS STATION

** PRINT NAME & SIGN

() APPROVAL () DISAPPROVAL

RECEIVED BY DATE
(CERTIFYING OFFICER)

APPROVING AUTHORITY (DIRECTOR)



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
South Marine Corps Drive
Piti, Guam 96915

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. P236E00025

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

FOB.	AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE 5/22/2023	JOB ORDER NO. 028023028230	OBJCL 230
PREPAID- SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					

V E N D O R	TO: IP&E HOLDINGS LLC DBA IP&E GUAM 643 CHALAN SAN ANTONIO STE 100 TAMUNING, GU 96913-3644 Telephone: 671 647-0123 Fax: 671 649-4353 Email: TINA.THAI@IPEHQ.COM	VENDOR I0096520	S H I P T O	CONSIGNEE, DESTINATION & MARKING GOVERNORS OFFICE P.O. BOX 2950 HAGATNA, GU 96932-0000 TROPICAL STORM 02W (MAWAR)	
	AUTHORITY 3113	** INVITATION NO.		** CONTRACT NO.	TIME FOR DELIVERY SEE BELOW

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
1	<p>PURCHASE OF DIESEL FUEL FOR DPW TO FILL UP DIESEL TRUCK TO TOP OF GOVGUAM AGENCIES GENERATORS IN PURSUANT TO EXECUTIVE ORDER 2023-02 RELATIVE TO DECLARING A STATE OF EMERGENCY IN ANTICIPATION OF THE APPROACH OF TROPICAL STORM MAWAR.</p> <p>REF: GSA-003-17 AUTHORIZED PERSONNEL FRED FERNANDEZ DARREN MUNA</p> <p>BLANKET PURCHASE AGREEMENT COMMENCING UPON RECEIPT OF PURCHASE ORDER AND EXPIRING ON 6/22/23 OR UPON EXHAUSTION OF FUNDS, WHICHEVER OCCURS FIRST.</p> <p>NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the Government of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.</p>	1	LOT	10000.000	10000.00	Q230280081	

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO: DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 7420 TAMUNING, GUAM 96931. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. ** THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. E. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		10000.00	↑ TOTAL ↑	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OF SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE PURCHASE ORDER TERMS AND CONDITIONS.		ADVANCED PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>		
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OF SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE PURCHASE ORDER TERMS AND CONDITIONS.		SIGNATURE Claudia S. Ray NAME		Chief Procurement Officer TITLE
PAGE 1 OF 3				

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
South Marine Corps Drive
Piti, Guam 96915

TRAN CODE

THIS PURCHASE ORDER NUMBER


No. P236E00025

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

FOB.	AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE 5/22/2023	JOB ORDER NO. 028023028230	OBJCL 230
PREPAID - SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					

V E N D O R	TO:	VENDOR		S H I P P I N G	CONSIGNEE, DESTINATION & MARKING	
	IP&E HOLDINGS LLC DBA IP&E GUAM 643 CHALAN SAN ANTONIO STE 100 TAMUNING, GU 96913-3644 Telephone: 671 647-0123 Fax: 671 649-4353 Email: TINA.THAI@IPEHQ.COM	I0096520			GOVERNORS OFFICE P.O. BOX 2950 HAGATNA, GU 96932-0000 TROPICAL STORM 02W (MAWAR)	
AUTHORITY 3113		** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:						
1.	Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.						
2.	No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.						
3.	Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.						
4.	Shipments must be identified as "PARTIAL" or "COMPLETE".						
5.	Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.						
6.	In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.						
7.	Overshipments, unless specifically authorized, will not be accepted.						
8.	In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.						

SPECIAL INSTRUCTIONS TO VENDOR:			10000.00	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL ← INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION; GOVERNMENT OF GUAM, P.O. BOX 7420 TAMUNING, GUAM 96931. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. ** THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. E. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.			↑ TOTAL ↑	
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OF SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE PURCHASE ORDER TERMS AND CONDITIONS.			SIGNATURE 	
ADVANCED PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>			Claudia S. Ray	Chief Procurement Officer
PAGE 2 OF 3			NAME	TITLE

ORIGINAL/VENDOR'S COPY

Lourdes A. Leon Guerrero
Governor



GENERAL SERVICES AGENCY
(Ahensian Setbision Hinirat)
Government of Guam

148 Rt. 1 Marine Corps Dr. Piti Guam 96915
Ph: 475-1707/1720 Fax: 475-1727/472-4217
Email: gsaprocurment@gsadoa.guam.gov

Joshua F. Tenorio
Lt. Governor

Edward M. Birm
Director, DOA

Bernadine C. Gines
Deputy Director, DOA

5/26/2023
ISSUE DATE

VENDOR: IP&E HOLDINGS LLC
DBA IP&E GUAM
643 CHALAN SAN ANTONIO STE 100
TAMUNING, GU 96913-3644

Amendment No.: 2023000001

VENDOR NO.: I0096520 PHONE: 671 647-0123 FAX: 671 649-4353
EMAIL: TINA.THAI@IPEHQ.COM

SUBJECT: Purchase Order No. P236E00025 Dated 5/22/2023 Document No. Q230280081

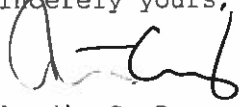
In reference to the above subject matter, please take the following action(s) upon receipt of this Pro Forma letter. (X) marked in the box opposite the action, is/are the actions to be taken:

- () Cancel in its entirety
- () The substitute item(s) is/are acceptable, proceed with the shipment
- () Cancel the balance and consider the order complete
- () Please ship VIA; A.P.P., Ocean Freight, P.P., Book Post
- (X) Others: (as stated below)

AMEND PURCHASE ORDER AMOUNT FROM: \$10,000.00 TO NOW READ: \$20,000.00 AN INCREASED AMOUNT OF \$10,000.00 DUE TO ADDITIONAL REQUIREMENTS NECESSARY TO SUPPORT OPERATIONS PURSUANT TO EO# 2023-02 TROPICAL STORM MAWAR.
ALL OTHERS REMAIN UNCHANGED

** NOTE: AMENDMENT CHANGES P/O VALUE. **
Your immediate action in this matter is requested.

Sincerely yours,


Claudia S. Ray
Chief Procurement Officer

5/26/23

DOA 273



GENERAL SERVICES AGENCY

GOVERNMENT OF GUAM

DEPARTMENT OF ADMINISTRATION

148 Route 1 Marine Drive, Piti, Guam 96925

DATE: 5/26/2023

ADJUSTMENT NO.: P236E00025-01

MEMORANDUM

To: Certifying Officer, Marie T. Quenga

Via: Director of Administration

From: Chief Procurement Officer

Subject: **Adjustment of Encumbrance**

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

		FROM	TO	ADJUSTED
<input checked="" type="checkbox"/> INCREASE	IP&E HOLDINGS LLC P236E00025 Requisition No.: <u>Q230280081</u> Account No. <u>5100C230280EO028230</u>	\$ \$10,000.00	\$ \$20,000.00	\$ \$10,000.00
<input type="checkbox"/> DECREASE	Requisition No.: _____ Account No. _____	\$	\$	\$

Remarks: AMEND PURCHASE ORDER AMOUNT FROM \$10,000.00 TO NOW READ \$20,000.00 AN
ADJUSTMENT OF \$10,000.00 TO CONTINUE TYPHOON MAWAR OPERATIONS.

AGENCY USE

Funds certified by: Marie T. Quenga
CERTIFYING OFFICER

05/26/23

DATE

☒ Approved ☐ Disapproved

CHARLES ESTEVES, OCDA
APPROVING OFFICIAL

05/26/23

DATE

Attachment(s)

GSA REPRESENTATIVE

INSTRUCTIONS

Certify and detach "AGENCY'S COPY" for your files
This form shall be used only for adjustment of encumbrance on transactions made within the current fiscal year, otherwise, regular form, Form No. FCN 2-4-4 shall be used.

"General Services Agency" copy should be submitted after certification.
Prior to submission to General Services Agency, please route to Department of Administration, Division of Accounts, Quality Control, for clearance.

ORIGINAL - GSA copy / BLUE - Division of Accounts copy / YELLOW - Agency's copy / PINK - GSA copy