



Memorandum

November 15, 2004

TO: University Community
FROM: Comptroller
SUBJECT: Procurement Guidelines

PURPOSE

To provide procurement guidelines for efficient processing of purchase orders and decrease non-compliance findings by external auditors.

BACKGROUND

The University of Guam Procurement Regulations (revised on February 17, 1994) require us to document our procurement actions and comply with the procurement regulations. There are occasions when the requesting departments do not comply with the regulations and do not sufficiently document their procurement actions, i.e. documentation of quotes, insufficient quotes solicited, justification for sole source not documented, etc. These non-compliances are evident by the procurement findings from our external auditors, Deloitte and Touche. In the case of federal grants these findings may lead to questioned costs, exposing the University to financial liability. You may have also noticed that our procurement office has returned purchase orders due to non-compliance with the procurement regulations.

ACTION REQUESTED

Please review the attached procurement guideline. Your cooperation in following the procurement requirements will speed up our processing of your purchase and instances of non-compliance and questioned cost.

Please direct any questions or concerns to Paul Bamba (ext. 2925), Supply Management Administrator, or myself (contact information listed in footer).

For the University of Guam,
Francis Quinto

Attachment: Procurement Guidelines