



Office of the Secretary
Department of Finance



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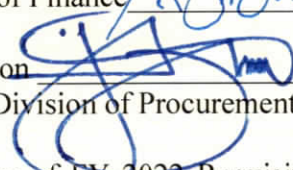
MEMORANDUM

SFM 2022-149

DATE : August 19, 2022

TO : All Department & Activity Heads

THRU : Margaret Bertha C. Torres
Acting Secretary of Finance 

FROM : Francisco C. Aguon
Acting Director, Division of Procurement Services 

SUBJECT : Deadline for Entry of FY 2022 Requisitions, Submission of Contracts and ITB/RFP Requests

The deadline for entry of Requisitions in Munis, submission of contracts and ITB/RFP requests to the Division of Procurement Services is **4:30 p.m., Thursday, September 15, 2022**. The deadline is established to allow the Division of Procurement Services to perform the processing requirement before the expiration of FY 2022.

All requisitions, contracts and ITB/RFP request submitted after September 15, 2022 will be on hold/returned to the requesting department/agency to re-submit on the next fiscal year. CIP Project Funds are not affected by the deadline.

If you have any questions(s), please feel free to contact Division of Procurement Services at (670) 664-1500.

Your understanding and cooperation are greatly appreciated.