

PORT AUTHORITY OF GUAM
ATURIDAT I PUETTON GUAHAN
GOVERNMENT OF GUAM
1026 Cabras Highway
Suite 201
Piti, Guam 96925

Telephone: (671) 477-9931/35
(671) 477-2683/85
Telex: (721) 6689 PAGGUM

POLICY MEMORANDUM NO. 09-88

For All Supervisors Supply Management Personnel		Subject: Standard Operating Procedures for Procurement of Materials	
Effective Date: July 27, 1988		Revision Date:	
Approved By: <i>David B. Lyles</i> DAVID B. LYLES, General Manager			
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)			
I. PURPOSE: The purpose of this operating instruction is to establish a standard method of processing request for supplies, equipment and services, and to ensure conformity with applicable GSA procurement regulations. These instructions will not be used for Request for Construction costs exceeding \$15,000 or for purchases of \$5,000 or more. Request for Construction costs exceeding \$15,000 will be forwarded to the Director of Public Works. Purchases of \$5,000 or more will be forwarded to GSA for bid solicitation.			
II. SCOPE: All personnel assigned to Procurement are responsible for compliance with these instructions.			
III. PREPARATION OF REQUEST FOR PROCUREMENT: A. All requests for purchase of supplies, parts, equipment, and services will be submitted to the Procurement Section using a "Request for Procurement Form". It is of utmost importance that this form be accurately prepared for proper accounting. Each item must be clearly described to expedite processing and to ensure the correct item is purchased. (NOTE: Request for purchase of supplies must first be routed through Supply for stock check.)			

B. Processing of Request for Procurement:

1. Log in request on the Control Register
2. Prepare abstract and obtain three price quotations
3. Annotate lowest price quotation on the request form and forward to Budget Analyst
4. After approval by Budget Analyst, prepare purchase order or GSA requisition, whichever is applicable, as shown in Attachments 1 and 2.
 - a. Purchase Order (Attachment 1): for supplies and services for Gantry, Straddle Hoist, Hystainer, Yard Tractor, Manitowoc Crane, Toplifter, Sidelifter, Dock Mule, Fendering System and purchase under \$500.
 - b. GSA Requisition (Attachment 2): For all others

NOTE: ABOVE PROCEDURES DO NOT APPLY TO "TENDA" ITEMS. SEE PARAGRAPH D.

C. Distribution of Processed Purchase Order and GSA Requisitions:

1. Purchase Order: After all required signatures are obtained, remove (copy 1) and (copy 4) for the vendor.

Forward copies 2 & 3 to Accounting, copy 6 to Supply, copy 7 to Budget Analyst, and copy 8 to customer. Remaining copies of Purchase Order (copy 5 & 9), copy of abstract, and the request for procurement will be filed together in a suspense file until the invoice(s) is received. When an invoice is received, the corresponding purchase order in suspense file will be pulled and annotated "Received" and dated. If the purchase order is completely fulfilled, the Purchase Order Log Book must be closed and the suspense file will be transferred to the completed file.

*Provide duplicate copy of the invoice to Budget and two (2) for Accounting.

- (2) GSA Requisition: After all required signatures are obtained, remove originators copy. Attach a copy of the abstract and a copy of the Request for Procurement and retain in suspense file. Remaining copies of the GSA

Subject: Standard Operating Procedures for Procurement Materials
Page 3

requisition and a duplicate copy of the abstract will be forwarded to GSA for further processing. GSA will prepare purchase orders, then return copies of our requisitions with a matching purchase order. Purchase order will be distributed in the same manner as paragraph C (1).

D. "TENDA":

Request for janitorial and administrative supplies will be processed through the GSA operated "Tenda".

1. Procedures

- a. Customer will submit request on a Request for Procurement Form.
- b. Procurement will input the requests through the computer terminal which is linked to GSA. A requisition notice will be output from the same terminal.
- c. The output requisition notice will be routed through the Budget Analyst and signed by the Certifying Officer and General Manager.
- d. After all required signatures are obtained, forward requisition to GSA Tenda for issue of material.

E. Processing Time Frame:

The following time frames are established for the processing of all requests for procurement:

1. Urgent - ASAP but no later than 1 workday
2. Routine - 3 workdays

IV. FOLLOW-UP:

Each month follow-up actions will be accomplished on all pending purchase orders over 30 days and GSA requisitions over 60 days. Non-response to follow-up actions will be brought to the attention of management.