



# OFFICE OF PUBLIC ACCOUNTABILITY

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## MEMORANDUM

September 30, 2021

To: All Line Agencies, Autonomous Agencies, the Mayors' Council of Guam, the Judiciary of Guam and *I Liheslaturan Guåhan*

From: Benjamin J.F. Cruz  
Public Auditor

Re: Reminder of Procurement Training Compliance Report Pursuant to 5 GCA § 5141(n)

Håfa ådai

As a reminder, pursuant to 5 GCA § 5141(n), Procurement Training Compliance Report:

(1) No later than thirty (30) days after the end of each fiscal year, every director, administrator, president or head of a government of Guam agency, including line agencies, autonomous and semi-autonomous agencies, public corporation, the Mayors Council of Guam, the Courts of the Judiciary of Guam, and *I Liheslaturan Guåhan* shall electronically submit to the Public Auditor of Guam, in an electronic portable document format (pdf), a "Procurement Training Compliance Report."

(2) Said report shall at a minimum list the employees by name, job title, each procurement training module completed, and the date of completion.

Example:

| Name         | Job Title        | Module 1      | Module 2         | Module 3          | Module 4      |
|--------------|------------------|---------------|------------------|-------------------|---------------|
| 1. John Cruz | Buyer I          | June 15, 2019 | October 20, 2019 |                   |               |
| 2. Mary Blas | Buyer Supervisor | June 15, 2019 | October 20, 2019 | February 27, 2020 | July 15, 2020 |

**All Procurement Training Compliance Reports in pdf format should be submitted electronically to the Office of Public Accountability's admin email account [admin@guamopa.com](mailto:admin@guamopa.com) no later than 5:00 p.m., Monday, November 1, 2021.**

Should you have any questions, please contact Frederick Jones at 475-0390 ext. 217 or [fjones@guamopa.com](mailto:fjones@guamopa.com).

Senseramente,

Benjamin J.F. Cruz  
Public Auditor

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