

Messages & Communications Doc. No. 38GL-26-2047 through 2055.

From 38th Committee On Rules <committeeonrules@guamlegislature.gov>  
 Date Fri 3/13/2026 2:21 PM  
 To Guam Legislature Clerks <clerks@guamlegislature.gov>  
 Cc Frank Blas Jr. <speakerblas@guamlegislature.gov>

4 attachments (19 MB)  
 31326COMM Doc. No. 38GL-26-2047.pdf; 31326COMM Doc. No. 38GL-26-2048.pdf; 31326COMM Doc. No. 38GL-26-2049.pdf; 31326COMM Doc. No. 38GL-26-2050.pdf;

Håfa Adai Clerks Office,

Please see attached, Messages & Communications Doc. No. 38GL-26-2047 through 2055 for processing:

✓	38GL-26-2047	Guam Memorial Hospital Authority	Notification of Temporary Assignment or Detail – Ryan Mateo Mantanona, Chief of Security, 02/9/26.
✓	38GL-26-2048	Guam Department of Education	Request for Approval of Emergency to Procure Speech Language Pathology, Occupational Therapy, and Physical Therapy Services for Special Education Students within the Guam Department of Education, Charter Schools, and Private Schools Under Part B of the Individuals with Disabilities Education Act.
✓	38GL-26-2049	Department of Public Health and Social Services	Prior Year Obligations to pay Kloppenburg Enterprises, Inc. in the total amount of \$22,626.22; to pay S.H. Enterprises, Inc. in the total amount of \$11,636.00*
✓	38GL-26-2050	Department of Public Works	This is a Transmittal to I Liheslaturan Guåhan of Proposed Rules and Regulations pursuant to the Administrative Adjudication Law Requesting for Approval of the Proposed Updates to the Guam Department of Public Works Right of Way Manual.
✓	38GL-26-2051	Department of Agriculture	Prior Year Obligations to pay Guam Solid Waste Authority in the total amount of \$3,032.16; to pay ERC Hardware Express in the total amount of \$387.45*
✓	38GL-26-2052	Department of Public Health and Social Services	Guam Board of Barbering and Cosmetology Board Meeting Packet for March 9, 2026*
✓	38GL-26-2053	Public Defender Service Corporation - Government of Guam	Board of Trustees Meeting Packet for March 10, 2026*
✓	38GL-26-2054	Department of Public Works	Prior Year Obligations to pay Xerox Corporation in the total amount of \$436.29*
✓	38GL-26-2055	Department of Public Health and Social Services	Guam Board of Nurse Examiners Regular Board Meeting Packet for March 12, 2026*

Please retrieve Doc. No. 38GL-26-2051 through 2055 from link below:

[Messages & Communications Physical Scanned Copy - Google Drive](#)

Kindly reply to this email



*Si Yu'os ma'åse',*

Marie Crisostomo

Committee on Rules Assistant

**COMMITTEE ON RULES**

Vice Speaker V. Anthony Ada, Chairperson

*I Mina'trentai Ocho Na Liheslaturan Guåhan*

*38<sup>th</sup> Guam Legislature*

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**Messages and Communications 38GL-26-2054\***

2 messages

**Speaker Frank Blas Jr.** <speakerblas@guamlegislature.gov>  
To: 38th Committee On Rules <committeeonrules@guamlegislature.gov>, Sabrina Salas Matanane <office.senatorbri@guamlegislature.gov>

Thu, Mar 12, 2026 at 1:47 PM

*Håfa adai,*

Please see attached M&C Doc, No. 38GL-26-2054

38GL-26-2054	Department of Public Works	Prior Year Obligations to pay Xerox Corporation in the total amount of \$436.29*
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*Si Yu'os Ma'åse'*

*Bernice Rivera*

Administrative Assistant



**Office of Speaker Frank F. Blas, Jr.**

I Mina'trentai Ocho na Liheslaturan Guåhan 38<sup>th</sup> Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

[speakerblas@guamlegislature.gov](mailto:speakerblas@guamlegislature.gov)

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----- Forwarded message -----

From: **Jenilyn Castro** <jenilyn.castro@dpw.guam.gov>  
Date: Thu, Mar 12, 2026 at 11:28 AM  
Subject: PRIOR YEAR OBLIGATION NOTICE: XEROX CORPORATION  
To: <speakerblas@guamlegislature.gov>

Hafa Adai,

Please see the attached Direct Payment, D261030051 for \$436.29.

Kindly acknowledge receipt of this email.

Very Respectfully,

—  
*Have a Wonderful Day!*  
**Jenilyn Castro**  
Department of Public Works  
Division of Bus Operations  
(671) 646-3166

**2 attachments**

**D261030051 XEROX (PYO).pdf**  
577K

**38GL-26-2054.pdf**  
1166K

**38th Committee On Rules** <committeeonrules@guamlegislature.gov>  
To: "Speaker Frank Blas Jr." <speakerblas@guamlegislature.gov>

Fri, Mar 13, 2026 at 10:35 AM

*Håfa Adai,*

Received, and thank you.



*Si Yu'os ma'åse',*

Marie Crisostomo

Committee on Rules Assistant

## **COMMITTEE ON RULES**

Vice Speaker V. Anthony Ada, Chairperson

*I Mina'trentai Ocho Na Liheslaturan Guåhan*

*38<sup>th</sup> Guam Legislature*

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[Quoted text hidden]



Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>

## PRIOR YEAR OBLIGATION NOTICE: XEROX CORPORATION

2 messages

Jenilyn Castro <jenilyn.castro@dpw.guam.gov>  
To: speakerblas@guamlegislature.gov

Thu, Mar 12, 2026 at 11:27 AM

Hafa Adai,

Please see the attached Direct Payment, D261030051 for \$436.29.

Kindly acknowledge receipt of this email.

Doc Type: 38GL-26-2054  
OFFICE OF THE SPEAKER

FRANK F. BLAS, JR.

March 12, 2026

Time: 11:27 AM

Received: *PK*

Very Respectfully,

--  
*Have a Wonderful Day!*  
**Jenilyn Castro**  
Department of Public Works  
Division of Bus Operations  
(671) 646-3166

 D261030051 XEROX (PYO).pdf  
577K

Speaker Frank Blas Jr. <speakerblas@guamlegislature.gov>  
To: Jenilyn Castro <jenilyn.castro@dpw.guam.gov>

Thu, Mar 12, 2026 at 1:34 PM

Hafa Adai,

Confirming receipt of your email.

*Si Yu'os Ma'åse'*

*Bernice Rivera*

Administrative Assistant



**Office of Speaker Frank F. Blas, Jr.**

I Mina'trentai Ocho na Liheslaturan Guåhan 38<sup>th</sup> Guam Legislature

Guam Congress Building, 163 Chalan Santo Papa, Hagatña

(671)969-6456

[speakerblas@guamlegislature.gov](mailto:speakerblas@guamlegislature.gov)

Note that the Legislature has taken steps to ensure that any protected personal identifying information has been redacted or excluded in whole or in part in order to protect the privacy of any individual(s) whose information has been included as part of this transmittal.

3/12/26, 1:41 PM  
Guam Legislature Mail - PRIOR YEAR OBLIGATION NOTICE - XEROX CORPORATION

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[Quoted text hidden]



*The Honorable*  
**LOURDES A. LEON GUERRERO**  
*Maga' Håga • Governor*

*The Honorable*  
**JOSHUA F. TENORIO**  
*Sigundo Maga' Låhi • Lieutenant Governor*



**VINCENT P. ARRIOLA**  
*Director*  
**LINDA J. IBANEZ**  
*Deputy Director*  
**ERNEST G. CANDOLETA, JR.**  
*Deputy Director*

March 10, 2026

The Honorable Frank F. Blas Jr.  
Speaker  
I Mina' Trantai Siette na Liheslaturan Guåhan  
38<sup>th</sup> Guam Legislature  
Guam Congress Building  
163 Chalan Santo Papa  
Hagåtña, Guam 96910

*Dear Speaker Blas,*

Pursuant to Section 20 of Part II, Chapter XIII of Public Law 35-99, the Department of Public Works (DPW) is authorized to pay prior year obligations, provided that it does not negatively impact the department's current operational needs. Public Law 35-99 also requires written notification to the Speaker of the Liheslaturan Guahan five days prior to such payment.

The Division of Bus Operations has prepared a direct payment (D261030051) in the amount of \$436.29 to be transmitted to the DOA Accounting Division. This payment is for an outstanding invoice from Xerox Corporation, associated with invoice number 230810488.

Please note that DPW is unable to provide the full five-day notice prior to this payment, as the payment schedule is determined by the DOA Accounting Division.

Sincerely,

  
**VINCENT P. ARRIOLA**  
Director of Public Works



**38GL-26-2054**  
Messages and Communications

**RECEIVED**  
COMMITTEE ON RULES  
March 12, 2026  
1:47 p.m.

*Marie Crisostomo*





**Please Direct Inquiries To:**

Page 1 of 2

Xerox Corporation  
PO Box 660501  
Dallas, TX 75266-0501

PO: PO0002355  
Special Reference:  
Xerox DUNS Number: 049591852  
Xerox Federal Tax ID: 16-0468020

Phone: 800-854-3689

Due Date:	11/01/2025
Please Pay This Amount:	\$436.29

Invoice Number: 230810488  
Invoice Date: 10/02/2025  
Customer Number: 727243032  
Contract Number: 7176883-051

**Ship To / Installed At:**

**Bill To:**

DEPT OF PUBLIC WORKS  
542 N MARINE DR  
TAMUNING, GU 96913-4111

DEPT OF PUBLIC WORKS  
BUS OPERATIONS OFFICE  
542 N MARINE DR  
TAMUNING, GU 96913-4111

**Summary Of All Charges**

Description	Amount	Tax	Total
Minimum Charges	\$279.47	\$0.00	\$279.47
Impression Charges	\$156.82	\$0.00	\$156.82
<b>Subtotals</b>	<b>\$436.29</b>	<b>\$0.00</b>	<b>\$436.29</b>

Summary For: DEPT OF PUBLIC WORKS TAMUNING, GU 96913-4111 Tax:  
BUS OPERATIONS OFFICE  
542 N MARINE DR

Description	Non-Taxable Amount	Taxable Amount	Tax	Total
Minimum Charges	\$279.47	\$0.00	\$0.00	\$279.47
Impression Charges	\$156.82	\$0.00	\$0.00	\$156.82
<b>Subtotals</b>	<b>\$436.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$436.29</b>
<b>Invoice Totals</b>	<b>\$436.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$436.29</b>
<b>Payments Made</b>				<b>\$0.00</b>
<b>Please Pay This Amount</b>				<b>\$436.29</b>

**Invoice Remarks:**  
Thank you for doing business with Xerox!

Rendered on 10/02/2025

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK

**Ship To / Installed At:**  
DEPT OF PUBLIC WORKS  
542 N MARINE DR  
TAMUNING, GU 96913-4111

**Bill To:**  
DEPT OF PUBLIC WORKS  
BUS OPERATIONS OFFICE  
542 N MARINE DR  
TAMUNING, GU 96913-4111

**When paying by mail  
send payment to:**  
XEROX CORPORATION  
P.O. BOX 7405  
PASADENA, CA 91109-7405

Please check here if your "Bill To" address or "Ship To / Installed At" location has changed and provide updates on reverse side.

CN: 727243032 INV #: 230810488 INV DATE: 10/02/2025 EIPP

**Invoice Amount**

**\$436.29**

**Payment**



Please Direct Inquiries To: 800-854-3689

Page 2 of 2

Contract : 7176883-051

PO: PO0002355

Customer Number: 727243032

Invoice Date: 10/02/2025

Invoice Number: 230810488

Charge Detail for Install Location: DEPT OF PUBLIC WORKS BUS OPERATIONS OFFICE 542 N MARINE DR \$436.29  
TAMUNING, GU 96913-4111

Xerox Equipment and Software											\$436.29
Description/ Serial Number	Billing Period/ Reference	Current Read	Previous Read	Total Impressions	Allowance	Billable Impressions	Billed Overage Rate	Non-Taxable Amount	Taxable Amount	Tax	Total
Black and White Impressions	09/01/2025 - 09/30/2025	29749	26611	3,138	6000	0	\$0.0089	\$0.00	\$0.00	\$0.00	\$0.00
Color Impressions	09/01/2025 - 09/30/2025	26441	24079	2,362	600	1762	\$0.0890	\$156.82	\$0.00	\$0.00	\$156.82
Xerox Contracted Devices	04/01/2025 - 04/30/2025							-\$5.00	\$0.00	\$0.00	-\$5.00
Xerox Contracted Devices	05/01/2025 - 05/31/2025							-\$5.00	\$0.00	\$0.00	-\$5.00
Xerox Contracted Devices	06/01/2025 - 06/30/2025							-\$5.00	\$0.00	\$0.00	-\$5.00
Xerox Contracted Devices	07/01/2025 - 07/31/2025							-\$5.00	\$0.00	\$0.00	-\$5.00
Xerox Contracted Devices	08/01/2025 - 08/31/2025							-\$5.00	\$0.00	\$0.00	-\$5.00
Xerox Equipment, Service, Supplies, Customer Ed & Analyst Services-C8155HG EHQ615373	09/01/2025 - 09/30/2025							\$304.47	\$0.00	\$0.00	\$304.47
							<b>Total</b>	<b>\$436.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$436.29</b>

LEGEND:  
 † = This charge is sharing a Committed or Pooled volume with other devices or units. The billable quantity is allocated to the units that exceeded their allowance and is billed at the excess overage rate. The Effective Allowance reflects the unit's contract allowance plus the distributed allowance from each unit that did not exceed its individual allowance. The sum of the detail charges may not match exactly to the Pool Totals due to rounding.  
 †† = Meter flip/reset occurred.  
 \* = Usage Credits applied


	<b>PURCHASE ORDER</b> GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM P.O. Box 7420 Tamuning, GU 96931 USA	<b>TRAN CODE</b> THIS PURCHASE ORDER NUMBER No. PO0002355 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L CORRESPONDENCE ETC
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<b>AUTHORITY</b> 3109	<b>CONTRACT NO.</b> GSA-016-24	<b>TIME FOR DELIVERY</b> 45	<b>PO DATE</b> 9/9/2024
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<b>VENDOR</b>	<b>TO:</b> Xerox Corporation 800 Phillips Road 0111-04A Webster, NY 14580 USA	<b>VENDOR</b> V0001942	<b>SHIP TO</b>	<small>COPIES OF ORDERS FOR AWARD</small> Department of Public Works 542 N MARINE CORPS DRIVE UPPER TUMON, GU 96931 USA
---------------	--	---------------------------	----------------	--

Line no.	Description	Job Number	Quantity	Unit	Unit price	Amount
10	12-Month Operating Lease Agreement based on a 90-Month Term for the Xerox Machine Model cited below. Ref: GSA-016-24, item 1.0 and 1.1(c)  1 unit billed at \$309.47/mo. each  Includes maintenance and all supplies including staples except paper.  Includes monthly print allowance of 6,000 black and 600 color prints per unit.  Each excess black and color print over the print allowance will be billed at \$.0089 and \$.009 respectively. Meters reconciled monthly.  (Qty 1) Xerox model C8155HG with accessories as follows: 1 Line Fax BR Booklet Mk- 2/3 HP Trellix Integrity Kit Convenience Stapler Customer Ed Analyst Services  Period of Performance shall begin upon machine installation.  Pricing and Terms based solely on US Federal GSA Contract No. GS-03F-137DA SIN#561439 See TCC Schedule under Xerox Internal Reference Contract #7176883-051.	1030216	12.00	Quantity	309.47	3,713.64
20	Each excess black print over the print allowance will be billed at \$.0089	1030216	2,563.20	Quantity	1.00	2,563.20

Line no.	Description	Job Number	Quantity	Unit	Unit price	Amount
30	<p>Each excess color print over the print allowance will be billed at \$.089</p> <p>A copy of invoices may be sent to: Dept. of Public Works 542 N. Marine Dr. Tamuning, GU 96913</p> <p>Delivery shall be made to the following sections located at DPW Bus Operations Office 542 N. Marine Dr. Tamuning, GU 96913: Qty 1 - Bus Operations Office</p> <p>Required Delivery Date: 45 Days Upon Receipt of Purchase Order. Contract Term will commence upon delivery of multifunctional machine.</p> <p>This purchase order covers services for October 2024 through September 2025, 12 Months of a 12-Month Lease Agreement with an Option to Renew on a Year-to-Year Basis for Four (4) Additional Years with no change in Monthly Rate throughout the Duration of the Lease Term, Upon Availability of Funds. (Extensions and Renewals are the "Sole Discretion of the Government".)</p> <p>POC: Francine Flores, 646-3166/3206 647-5024/2025</p> <p>Requisition No. PR0000896</p>	1030216	5,767.20	Quantity	1.00	5,767.20

Signature: 	<b>Total</b> 12,044.04
---	---------------------------

Name: **Andriana Quitugua** Title: **Acting Chief Procurement Officer**


**THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

1. Acknowledgement 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. Shipment must be identified as "PARTIAL" or "COMPLETE".
5. Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specification 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. The payment is deemed to be made, for the purpose of earning discount, on the date of mailing of the check.
7. Over shipments, unless specifically authorized, will not be accepted.
8. In connect with the bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.

**VENDOR ACKNOWLEDGMENT**

RETURN TO SUPPLY MANAGEMENT DIVISION


DATE OF RECEIPT OF THIS ORDER: 10/30/24

SIGNATURE: 

NAME/TITLE: Pamela Quintana GM

**RECEIVING REPORT**

I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN

DATE RECEIVED: 9/30/25 SIGNATURE: 

FRANCINE F FLORES  
CERTIFYING OFFICER  
DPW BUS OPERATIONS

**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 plus for other damages, penalties, and Attorney's fees, after failure to pay accordingly

**COMPLETE PAYMENT**

Note that the Legislature has taken steps to ensure that any protected personal identifying information has been redacted or excluded in whole or in part in order to protect the privacy of the public. Information has been included as part of this transmittal.





**DEPARTMENT OF PUBLIC WORKS**  
**DIVISION OF BUS OPERATIONS**  
**DIRECT PAYMENT CONTROL LOG FY 2026**

CONTROL #		DATE	VENDOR / PAYEE INFORMATION	ACCOUNT #	AMOUNT	PURPOSE
D261030	051	3/10/2026	XEROX CORPORATION (V0001942)	[REDACTED]	\$ 436.29	PRIOR YEAR OBLIGATION: SEPTEMBER 2025 INV.# 230810488

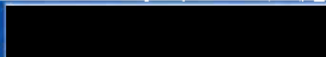
### Budget control statistics

## Standard view \*

### Parameters

<b>Budget cycle</b> FY 2026 	<b>Show by</b> <input checked="" type="radio"/> Dimension values <input type="radio"/> Budget group	<b>Budget group</b> 	<b>Start date</b> 10/1/2025 	<b>Carry-forward</b> <input type="radio"/> Not incl <input checked="" type="radio"/> Incl
<b>Budget model</b> OPERATING			<b>End date</b> 9/30/2026 	

### Results

Budget control dimension values	Dimension descriptions	Budget funds available	Total revised budget	Total actual
	CONTRACT-GUAM EDUCATIONAL FACILITIES-FISCAL YEAR 2026-BUS OPERATIONS - TEFF	30,011.79	42,075.00	



Jenilyn Castro <jenilyn.castro@dpw.guam.gov>

**INVOICE FOLLOW UP / XEROX**

8 messages

Jenilyn Castro <jenilyn.castro@dpw.guam.gov> Tue, Mar 3, 2026 at 11:23 AM  
To: "Cody J.. Crisostomo" <cody.crisostomo@doa.guam.gov>, Maria T Uson <maria.uson@doa.guam.gov>, Jessica Rice <Jessica.Rice@doa.guam.gov>

Good morning,

Could you please provide an update on the status of Xerox invoice No. 230810488 for \$436.29?

I have been checking the system, but the payment does not yet have an ACH reference number. Our online Xerox account currently shows this invoice as over 90 days past due.

Vendor transactions | VU01947 | Xerox Corporation

Standard view \* v

Show: All Date: 3/3/2026  Hide currency revaluations

Filter: General Payment Prehistory note Settlement Remittance History TFP

Vendor	Date	Invoice	Description	Amount in transaction	Balance in transaction	Currency	Amount	Balance	Amount in reporting	Balance in reporting	Remittance no.	Closed date	Note ID
DOA AP# [REDACTED]	10/1/2025	230810488	Service Corporation 230810488	436.29	436.29	USD	436.29	436.29	0.00	0.00			

Additionally, regarding purchase order invoices uploaded via ExFlow, who should be our point of contact for payment status inquiries moving forward?

Appreciate your assistance, hope to hear from you soon.

V/r,  
Jen Castro

**Have a Wonderful Day!**  
Jenilyn Castro  
Department of Public Works  
Division of Bus Operations  
(671) 646-3166

XEROX SEPTEMBER 2025.pdf  
186K

Jenilyn Castro <jenilyn.castro@dpw.guam.gov> Tue, Mar 3, 2026 at 11:32 AM  
To: "DOA Invoice.dp" <DOA.Invoice.dp@doa.guam.gov>

Hafa Adai,

Please advise on the email below regarding Xerox invoice #230810488.

Thank you  
(Quoted text hidden)

XEROX SEPTEMBER 2025.pdf  
186K

Jessica Rice <Jessica.Rice@doa.guam.gov> Fri, Mar 6, 2026 at 2:54 PM  
To: Jenilyn Castro <jenilyn.castro@dpw.guam.gov>, "Cody J.. Crisostomo" <cody.crisostomo@doa.guam.gov>, Maria T Uson <Maria.Uson@doa.guam.gov>  
Cc: Tammy Batac <Tammy.Batac@doa.guam.gov>, "Raymond E. Guevara" <Raymond.Guevara@doa.guam.gov>

Hafa Adai!

Please be advised that PO0002355 is now in finalized status and this payment cannot move forward. In the image below you can see that we processed this on our end on 10/3/2025. I will need to ask that this now be submitted as a DP with prior year obligation memo. Our section does not handle the rollovers/ liquidations/ deobligations/ finalization of PO's, as such I am unable to give a time frame that this happened.

Initiator	Purchase order	Invoice	Name	Voucher	Status	Posting date	Amount i...	Scanning
cody.crisos...	PO0002355	230810488	Xerox Corporation	DOA-APIR- [REDACTED]	Approved	10/3/2025	436.29	10/3/2025

Thank you and have a great day!  
Jessica Rice

Department of Administration  
Division of Accounts  
Accounts Payable Section  
(671)-475-1226  
[jessica.rice@doa.guam.gov](mailto:jessica.rice@doa.guam.gov)

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**From:** Jenilyn Castro <[jenilyn.castro@dpw.guam.gov](mailto:jenilyn.castro@dpw.guam.gov)>  
**Sent:** Tuesday, March 3, 2026 11:23 AM  
**To:** Cody J. Crisostomo <[cody.crisostomo@doa.guam.gov](mailto:cody.crisostomo@doa.guam.gov)>; Maria T Uson <[Maria.Uson@doa.guam.gov](mailto:Maria.Uson@doa.guam.gov)>; Jessica Rice <[Jessica.Rice@doa.guam.gov](mailto:Jessica.Rice@doa.guam.gov)>  
**Subject:** INVOICE FOLLOW UP / XEROX

[Quoted text hidden]

**Jenilyn Castro** <[jenilyn.castro@dpw.guam.gov](mailto:jenilyn.castro@dpw.guam.gov)>  
**To:** Francine Flores <[francine.flores@dpw.guam.gov](mailto:francine.flores@dpw.guam.gov)>

Mon, Mar 9, 2026 at 11:17 AM

Good morning Ms. Fran,

Please see the email below from the DOA AP section regarding a Xerox invoice that I followed up on and please advise.

Thank you

[Quoted text hidden]

**Francine Sablan** <[francine.sablan@dpw.guam.gov](mailto:francine.sablan@dpw.guam.gov)>  
**To:** Jenilyn Castro <[jenilyn.castro@dpw.guam.gov](mailto:jenilyn.castro@dpw.guam.gov)>

Mon, Mar 9, 2026 at 2:07 PM

Hi Jen,

You can proceed with DP. Thank you

[Quoted text hidden]

**Jenilyn Castro** <[jenilyn.castro@dpw.guam.gov](mailto:jenilyn.castro@dpw.guam.gov)>  
**To:** Francine Sablan <[francine.sablan@dpw.guam.gov](mailto:francine.sablan@dpw.guam.gov)>

Mon, Mar 9, 2026 at 2:09 PM

Will do, thank you!

[Quoted text hidden]

**DOA Invoice.dp** <[DOA.Invoice.dp@doa.guam.gov](mailto:DOA.Invoice.dp@doa.guam.gov)>  
**To:** Jenilyn Castro <[jenilyn.castro@dpw.guam.gov](mailto:jenilyn.castro@dpw.guam.gov)>  
**Cc:** Tammy Batac <[Tammy.Batac@doa.guam.gov](mailto:Tammy.Batac@doa.guam.gov)>, "Raymond E. Guevara" <[Raymond.Guevara@doa.guam.gov](mailto:Raymond.Guevara@doa.guam.gov)>

Mon, Mar 9, 2026 at 2:11 PM

Hafa Adai!

Please be advised that this PO did not roll over to FY26. The PO has since been put into Finalized status, we received this on 10/3/25, and we processed it on our end, but as the PO did not roll over and was put into Finalized status, we now cannot process payment to the PO. I need to request that a DP with prior year obligation memo be prepared and submitted to process this invoice. Kindly CC me on the submission so that I can immediately put it into the work flow for processing.

Initiator	Purchase order	Invoice	Name	Voucher	Status	Posting date	Amount i...	Scanning
cody.crisos...	PO0002355	230810488	Xerox Corporation	DOA-APIR-000160449	Approved	10/3/2025	436.29	10/3/2025

Thank you and have a great day!  
Jessica Rice

Best Regards,

Note that the Legislature has taken steps to ensure that any protected personal identifying information has been redacted or excluded  
3/10/26, 11:30 AM In whole or in part in order to protect the privacy of any individual(s) whose information has been included as part of this transmittal.

**Division of Accounts**  
**Accounts Payable Section**  
**Department of Administration**  
**Website: [www.doa.guam.gov](http://www.doa.guam.gov)**

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**From:** Jenilyn Castro <[jenilyn.castro@dpw.guam.gov](mailto:jenilyn.castro@dpw.guam.gov)>  
**Sent:** Tuesday, March 3, 2026 11:32 AM  
**To:** DOA Invoice.dp <[DOA.Invoice.dp@doa.guam.gov](mailto:DOA.Invoice.dp@doa.guam.gov)>  
**Subject:** Fwd: INVOICE FOLLOW UP / XEROX

[Quoted text hidden]

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**Jenilyn Castro** <[jenilyn.castro@dpw.guam.gov](mailto:jenilyn.castro@dpw.guam.gov)> Mon, Mar 9, 2026 at 2:28 PM  
**To:** "DOA Invoice.dp" <[DOA.Invoice.dp@doa.guam.gov](mailto:DOA.Invoice.dp@doa.guam.gov)>  
**Cc:** Tammy Batac <[Tammy.Batac@doa.guam.gov](mailto:Tammy.Batac@doa.guam.gov)>, "Raymond E. Guevara" <[Raymond.Guevara@doa.guam.gov](mailto:Raymond.Guevara@doa.guam.gov)>, Francine Flores <[francine.flores@dpw.guam.gov](mailto:francine.flores@dpw.guam.gov)>

Hafa A dai,

Acknowledging receipt of your email.

I will prepare the Prior Year Obligation Direct Payment and ensure you are copied on the submission. Thank you for your assistance.

V/r,  
Jen Castro  
[Quoted text hidden]