



Archdiocese of Agana

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MEMORANDUM

Date: February 10, 2017

To: Parish Pastors/School Principals and Administrators/ Finance Councils/Parish Councils and Other Agencies under Archdiocese of Agana Corporate Sole

From: Josie G. Villanueva, Finance Officer *Josie Villanueva*

Subject: **CAPITAL EXPENDITURES & PROCESURES**

Greetings and God's blessings to All,

In our efforts to standardize accounting policies and procedures and forms, a working Expenditure Approval Request Form and Procedures is being made available to you for your perusal . This is still subject to change and is open for future modification as we see fit.

The policies and producers was also an excerpt of the Prot. No. 2015-067 issues on December 14, 2015 as a result of Deloitte review on Section A. regulations for Documentation Supporting Cash Disbursements.

A fillable form is attached together with the procedures for your convenience and is sent to your respective emails. If you have not gotten an email, please contact Tony Gumataotao at 562-0015 or email her at tgumataotao#archagana.org to request a resend via email.

Should you have questions or suggestions, please feel free to contact me directly.

Thank you in advance for all your cooperation.

Cc: Archbishop Michael Byrnes, Coadjutor Archbishop of Agana
Fr. Jeff San Nicolas, Delegate General of the Coadjutor Archbishop
Fr. Kenneth Carriveau M.I.S., Ph.D., M. Div. , Vice Chancellor