



GOVERNMENT OF GUAM

DEPARTMENT OF ADMINISTRATION

Post Office Box 884 ■ Hagatña, Guam 96932

Tel: (671) 475-1217 / 1240 ■ Fax: (671) 472-8483

UTILITY SERVICE AUTHORIZATION

Select One	<input type="checkbox"/> Guam Power Authority (No. G0767401)	①	<input type="checkbox"/> Guam Waterworks Authority (No. P0029901)	
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INITIAL ENCUMBRANCE <i>(beginning of fiscal year)</i>	Job Order No.	Encumbrance Amount	Encumbrance Number		
	②	③	④		
	Customer Account No.	Meter No. (if applicable)	Service Period		
	⑤	⑥	⑦		
	Point of Contact:				
	⑧	⑨	⑩	⑪	⑫
	<i>Name</i>	<i>Telephone No.</i>	<i>Facsimile No.</i>		
	Certified Funds Available:				
	⑬	⑭	⑮	⑯	⑰
	<i>Name</i>	<i>Signature</i>	<i>Date</i>		
Approved by:					
⑱	⑲	⑳	㉑	㉒	
<i>Name</i>	<i>Signature</i>	<i>Date</i>			

ENCUMBRANCE MODIFICATION <i>(within fiscal year)</i>	Customer Account No.	Meter No. (if applicable)	Encumbrance Number		
	①	②	③		
	Account No. Modification		Amount Modification		
	<i>from</i>	<i>to</i>	<i>from</i>	<i>to</i>	
	④	⑤	⑥	⑦	
	Certified Funds Available:				
	⑧	⑨	⑩	⑪	⑫
	<i>Name</i>	<i>Signature</i>	<i>Date</i>		
	Approved by:				
	⑬	⑭	⑮	⑯	⑰
<i>Name</i>	<i>Signature</i>	<i>Date</i>			

Utility Service Authorization

General:

NOTE: Effective in Fiscal Year 2013m per Public Law 31-233, there will no longer be a "Utility Cost Pool".

This form is completed by the line agency requesting for initial authorization at the beginning of each fiscal year for each metered utility account. The purpose of this form is to encumber X amount of dollars to pay for monthly utilities; specifically for the Guam Power Authority and the Guam Waterworks Authority. After X amount has been encumbered by the Division of Accounts, monthly billings should be received by each department approving for Division of Accounts to draw down on the encumbrances.

Utility Service Authorization

Line-by-Line Instructions:

1 – UTILITY AGENCY

Select only one agency.

Note: There should be one form for each utility agency. Do not combine.

Initial Encumbrance

Complete this section at the beginning of each fiscal year.

2 – JOB ORDER NUMBER

Enter the job order and object classification the utility cost will be charged against.

3 – ENCUMBRANCE AMOUNT

Enter the amount to be encumbered. Please use the

following guide to properly identify the amount to be encumbered.

- *GPA metered accounts:* increase the average amounts by 8.1%.
- *GWA metered accounts:* no less than double the average amounts previously billed should be anticipated.

4 – ENCUMBRANCE NUMBER

This number is to be assigned by the Division of Accounts after review and verification.

5 – CUSTOMER ACCOUNT NUMBER

As indicated on the billing.

6 – METER NO. (if applicable)

Enter the meter number.

7 – SERVICE PERIOD

Enter the service period. This should not extend past the current fiscal year.

8 – POINT OF CONTACT

Enter the point of contact from the requesting department or agency including a telephone and fax number.

9 – CERTIFIED FUNDS AVAILABLE

The designated Certifying Officer of the department or agency must print their name, sign and date this field.

10 – APPROVED BY

The designated Approving Officer of the department or agency must print their name, sign and date this field.

Encumbrance Modification

Complete this section only if the original authorization needs to be modified. *Note: This only applies to the current fiscal year.*

11 – CUSTOMER ACCOUNT NUMBER

Use the same initial customer account number.

12 – METER NO. (if applicable)

Use the same meter number (if applicable).

13 – ENCUMBRANCE NUMBER

Enter the same encumbrance number as initially assigned.

14 – ACCOUNT NUMBER MODIFICATION: (From)

Enter the account number as originally assigned.

15 – ACCOUNT NUMBER MODIFICATION: (To)

Enter the new account number to be charged against.

16 – AMOUNT MODIFICATION: (From)

Enter the total amount previously encumbered.

17 – AMOUNT MODIFICATION: (To)

Enter the new amount that will be required, usually for the remainder of the fiscal year.

18 – CERTIFIED FUNDS AVAILABLE

The designated Certifying Officer of the department or agency must print their name, sign and date this field.

19 – APPROVED BY

The designated Approving Officer of the department or agency must print their name, sign and date this field.

The Responsibility of the Department or Agency is:

- To receive bills directly from the utility agencies for review and forward to DOA Division of Accounts – Appropriation Branch for payment processing.