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August 26, 2020

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2020-027

MEMORANDUM

To: All Line Agency and Department Heads
From: Director of Administration
Subject: **Donated Supplies and Equipment (Federal)**

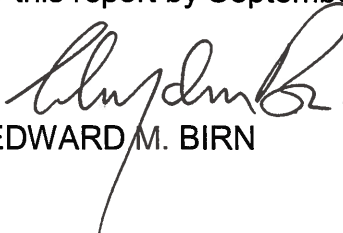
Buenas yan Hafa Adai!

This is to confirm that we have received notification from the Office of Management and Budget (OMB) that the cost of donated supplies and equipment should be included in the relevant fiscal year Schedule of Expenditure of Federal Awards (SEFA).

For Fiscal Year 2020, DOA will advise the account number to be used. It is understood that FEMA has not yet given guidance on the fair market value of these donated items to be reported. DOA will provide further information on this when it has been received. In the interim, please make sure that your agency will compile a report as of September 30, 2020 showing items and quantities.

Please forward this to DOA/Division of Accounts, Federal Branch in Excel format by October 30, 2020. This Branch will be responsible for ascertaining and calculating the attached reportable value.

Agencies/Departments will receive a template for this report by September 15, 2020.


EDWARD M. BIRN