



EDWARD M. BIRN
Director (Direktot)

**DEPARTMENT OF
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DIPATTAMENTON ATMENESTRASION

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LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

February 22, 2021

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2021-015

To: All Line Department and Agency Heads
From: Director, Department of Administration
Subject: Drug-Free Workplace Program
RE: Journal Voucher and Object Class 271

Buenas yan Hafa Adai! All department/agencies are required to submit a Journal Voucher to the Drug Free Workplace Coordinator prior to the scheduling of a drug test.

The requesting department/agency preparing the Journal Voucher is required to debit from an appropriation account number **from object class 271** and to be credited to the drug testing revenue account number **329860602**; thus any other object class identified will no longer be accepted. In addition, the department/agency shall assign a control number to assist in the tracking of the Journal Voucher with the Department of Administration. All journal voucher(s) must be submitted to the Human Resources Division, Drug Free Workplace Coordinator, via e-mail, facsimile or physically delivered. For confidentiality purposes, please do not attach a list of names or other information concerning individuals to be drug tested.

Should you have any questions, you may contact the Human Resources Division, Drug Testing Section at 475-1225/1123. Thank you for your cooperation on this matter.


EDWARD M. BIRN

Attachment



**DEPARTMENT OF ADMINISTRATION
DIVISION OF ACCOUNTS**

Journal Voucher

DOA J.V. No.: _____

Date: _____

Page: _____

Dept. Control No.: **DEPT/AGENCY CONTROL**

TRAN CODE	JOB ORDER NO. (Account No.)	PRIOR REFERENCE	VENDOR #	DEBIT	CREDIT
391	YOUR DEPARTMENT/AGENCY ACCOUNT NUMBER HERE (271 OBJECT CLASS)			Number of employees x \$40.00 (DT Fee) = Debit charge	
593	329860602				SAME AMOUNT AS DEBIT CHARGE
Subtotal:				0.00	0.00
GRAND TOTAL:				0.00	0.00

SAMPLE

EXPLANATION:

AGENCY USE ONLY

PREPARER TO CHECK:

TRANSACTION CODES ARE CORRECT

ACCOUNT NUMBERS ARE CORRECT

PRIOR REFERENCES ARE CORRECT

VENDOR NUMBERS ARE CORRECT

JOURNAL VOUCHER IS BALANCED

Prepared by: _____

NAME _____ SIGNATURE _____

DATE _____ CONTACT NO. _____

CERTIFYING OFFICER AND APPROVING OFFICIAL TO CHECK:

I CERTIFY FUNDS ARE AVAILABLE (REQUIRED FOR ALL APPROPRIATION ACCOUNTS).

I CERTIFY ALL COSTS CHARGED ARE CONSISTENT WITH REQUIREMENT OF APPROPRIATION LAW OR FEDERAL GRANT OR AGREEMENT AND ELIGIBLE TO BE CHARGED (APPROPRIATION ACCOUNTS ONLY).

I CERTIFY ENTRIES ARE PROPER AND AUTHORIZED BY LAW, RULE OR REGULATION.

Certified by: _____

SIGNATURE _____ DATE _____

Approved by: _____

SIGNATURE _____ DATE _____

DIVISION OF ACCOUNTS USE ONLY:

Accountant / Tech. Supervisor Reviewing: _____

Reviewing Date: _____

OVERRIDE IS AUTHORIZED BY MANAGER

Manager Reviewing: _____

Date: _____

Posted By: _____

Date: _____