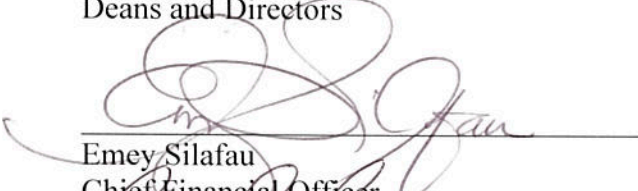


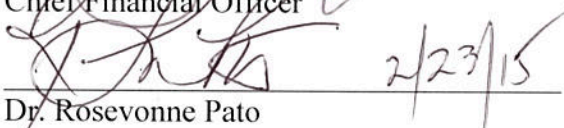
AMERICAN SAMOA COMMUNITY COLLEGE

*"Saili le Atamai"*

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To: Deans and Directors

From:   
Emey Silafau  
Chief Financial Officer

Via:  2/23/15  
Dr. Rosevonne Pato  
Acting President

Subject: FY2015 Planned Purchases & Travel – Cut Off Time

Date: February 23, 2015

As ASCC strives for continuous financial stability, another step is now being implemented. There will be a cut off time for all purchases for this Fiscal Year 2015 and it is as follows:

- Off-Island Purchases – Cut Off Time, Friday, July 31, 2015
- Local Purchases – Cut Off Time, Monday, August 31, 2015

All purchase requests received by the finance team after these dates will be encumbered to be expensed for the next Fiscal Year 2016. This memorandum is sent to you six months in advance to assist you with your planned purchases that you have already submitted. It may change your planned purchases timeline but this will allow our institution to be more cost effective.

Please feel free to contact me if you have any questions. I thank you for your support and assistance regarding this very important matter.