



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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BBMR Circular No.: 20-06

To: All Department and Agency Heads
From: Director, Bureau of Budget and Management Research
Subject: Release of Coronavirus Relief Funds under the CARES Act

Please be advised that the Bureau has completed the loading of the Coronavirus Relief Funds into the various department and agency accounts as delineated per the budget approved by *I Maga'hagan Guåhan*. However, these funds have been placed in Reserve. The Bureau will entertain releases of funds via the submission of a Request for Appropriation/Allotment Modification (BBMR F-12) with justification as well as proper documentation (i.e. quotations; invoices if funds have already been expended) to support said request.

Please be reminded that all purchases should be standardized in terms of costs. As an example, all purchases of laptops must be cleared by the Office of Technology to ensure uniformity of the purchase price and specifications.

Your attention and cooperation to this action is requested and appreciated.

Senseramente,

LESTER L. CARLSON, JR.