

## Emey Silafau

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**From:** Emey Silafau [e.silafau@amsamoa.edu]  
**Sent:** Monday, October 06, 2014 1:07 PM  
**To:** 'ASCC Administration'; 'dan aga'; 'AUFA' ARETA'; 'hthweatt.sbdc@hotmail.com'  
**Cc:** 'Seth Galeai'; 'Rosevonne Pato'; 'Kathleen Kolhoff-Bell'; 'finance.division'  
**Subject:** FY2015 Planned Purchases & Travel  
**Attachments:** FY2015 Planned Purchases & Travel Memo (10-06-14).pdf; Planned Purchases & Travel Template.xlsx

**Importance:** High

Good Afternoon Deans & Directors,

Please kindly accept this email as an official request for your Divisional/Department Fiscal Year 2015 planned purchases & travel. This move is to help our institution to be more cost effective and also monitor its spending.

In addition, this will also assist the finance team in providing timeliness and high quality service in supporting our institution mission as well as all division mission.

We have attached for you the following documents:

- (1) FY2015 Planned Purchases & Travel Official memo (Dated 10-06-14)
- (2) Planned Purchases & Travel Template

Please use your approved FY2015 budget as a guide when completing the Planned Purchases & Travel Template. We humbly ask that you please turn-in this completed form to our office by **Friday, October 10, 2014**. Please, this is a humble reminder that all of your forms must be reviewed and approved by your respective Vice Presidents and/or President before it is forward to our finance office.

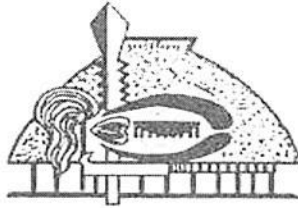
Please do not hesitate to contact our finance team if you should have any questions. We are here to help and support your programs.

With that, we wish you a blessed afternoon.

Respectfully,

*Emey Silafau*  
*American Samoa Community College*  
*Finance Division*  
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*~ "He leads the humble in doing right, teaching them his way." Psalm 25:9 ~ "Be kinder than necessary, for everyone you meet is fighting some kind of battle."*





AMERICAN SAMOA COMMUNITY COLLEGE

"Sadi le Atamai"

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To: Deans and Directors

From:   
Emey Silafau  
Chief Financial Officer

Via:  10/6/14  
Dr. Seth Galea'i  
President

Subject: FY2015 Planned Purchases & Travel

Date: October 6, 2014

As we begin this new Fiscal Year 2015, the finance division is humbly reaching out to request for your Division's and Department's planned purchases and travel for this Fiscal Year 2015. This gives the institution ample opportunity to be more cost effective in the buying and travel authorization process. This will also help the finance team to monitor and assist you in providing more efficient services in a timely manner.

Please kindly review your FY2015 final budget as you are completing the attached Planned Purchase & Travel Template. Please, kindly forward this form back to the finance office by Friday, October 10, 2014.

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



**AMERICAN SAMOA  
COMMUNITY COLLEGE**

**PLANNED PURCHASES & TRAVEL**

**FISCAL YEAR: 2015**

<b>Department/Division:</b>							
<b>Cost Center:</b>							
<b>Date:</b>							
<b>Item No.</b>	<b>Item/Service Description (Primary)</b>	<b>Item/Service Description (Alternate)</b>	<b>Quantity</b>	<b>For (Name of Event if Applicable):</b>	<b>Budgeted Amount</b>	<b>Account Number</b>	<b>Needed By/Travelling On (Please insert in projected date):</b>
<b>Example</b>	<b>Dell Desktop Computer</b>	<b>HP Desktop Computer</b>	<b>3</b>	<b>Replace Old equipments</b>	<b>\$5,000</b>	<b>10-20200-5603</b>	<b>January 15, 2015</b>
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