



PULAALI'I NIKOLAO PULA
GOVERNOR

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LT. GOVERNOR

**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

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April 30, 2025

GENERAL MEMORANDUM NO. 105 – 25

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Governor of American Samoa

Subject: Internal Inventory for All ASG Departments, Offices, and Agencies

It is crucial that all Departments, Offices, and Agencies under the American Samoa Government conduct an updated internal inventory and submit it to the Office of Property Management (OPM). This process ensures that each department, office, and agency are fully aware of its assets, fostering accountability, transparency, and proper management of government property.

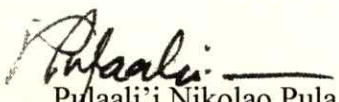
On Tuesday, March 25, 2025, a training occurred regarding duties and responsibilities of the Accountable Officer and Property Management Officer. The expectations of your respective department, office, and agency were made clear at that time.

The requested internal inventory must be comprehensive. It must include, but is not limited to:

1. Fixed Assets: All office equipment, furnishings, electronic devices, and other tangible property assigned to or purchased by the office.
2. Vehicles: Detailed records of all vehicles, including ASG owned and leased vehicles with updated license plate numbers, VIN, location, tag number, make, model, and year.

To maintain accountability and compliance, all departments, offices, and agencies must submit their updated internal inventory reports no later than **Thursday, May 8, 2025**. For further inquiries or assistance in completing your inventory, please contact the Office of Property Management at 699-6505.

Your cooperation and diligence in maintaining accountability for government property are greatly appreciated.


Pulaali'i Nikolao Pula
Governor