



RESEARCH CORPORATION
OF THE UNIVERSITY OF GUAM

PURCHASE ORDER ADJUSTMENT

DATE: 08/9/21

TO: Ms. Gloria Travis, RCUOG Chief Business Officer

FROM: [Signature] Aug 9, 2021 CNAS Aubrey Moore Aug 9, 2021
Aug 9, 2021 UNIT DIRECTOR'S Name/Signature UNIT'S NAME



Approved



Disapproved

Subject: Adjustment of Encumbrances

Your immediate action is hereby requested to adjust the following:

PO No. BR210358 ACCOUNT No.: 30-2F-311117-R-5201050

VENDOR Name: PACIFIC TYRE

1. ☒ INCREASE ☐ DECREASE
AMOUNT: From \$ 4961.22 To \$ 6819.14 ADJUST \$ 1857.92
2. ☐ CHANGE OF VENDOR
From: See above To: _____
3. () CANCEL in its entirety.
4. ☐ CANCEL the balance \$ _____ and consider the purchase order closed.
5. ☐ Other: _____

JUSTIFICATION/REASON:

More mechanical issues are found in the CRB vehicle.

~~~~~ INFORMATION TO BE COMPLETED BY BUSINESS OFFICE AFTER THIS LINE ~~~~~

Procurement Adjustment No. \_\_\_\_\_

Certifying Officer: [Signature]

Date 8/11/21

Copies: Procurement/Accounting/Units

**(DO NOT USE FOR CONTRACT ADJUSTMENTS)**

UOG Station, Mangilao, Guam 96923 Tel. (671) 735.2925 Fax. (671) 734.3118  
A U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges  
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ENCUMBERED (Date & Initial)  
8/10/21

RCUOG

RECEIVED

BY: [Signature] DATE: 8/9/21  
4:30 PM

Pacific Tyre Mangilao  
364 Route 10

Mangilao, GU 96929  
6717348802

WO # 4-340628  
Date 08/06/2021  
In 08/06/2021 1:08 pm

Emp: 1-167 FFR / 1-75 MGR Page: 1  
\* \* \* W O R K O R D E R \* \* \*

Sold To  
UNIVERSITY OF GUAM  
303 DRIVE UOG STATION  
MANGILAO GU 96913

Ship To

Unit:  
Veh: 10 TOYOTA 4 RUNNER  
Lic: 5605  
Mil: In: 0 Out: 0  
Vin: JTEBU5JR4A5009906  
PO:

Business Phone: 735-2094

Business Phone: 735-2495  
Contact: 735-2094

| Slm | Mech | Part #  | QTY   | Description                  | Parts  | Labor | FET  | Total    |
|-----|------|---------|-------|------------------------------|--------|-------|------|----------|
| 167 |      | SLELECT | 25.00 | LAELECT ELECTRICAL LABOR /HR | 0.00   | 77.00 | 0.00 | 1,925.00 |
| 167 |      | NSP-001 | 1.00  | . DKS665 KNOCK SENSOR S/O    | 199.99 | 0.00  | 0.00 | 199.99   |
| 167 |      | FREIGHT | 1.00  | FRT FREIGHT CHARGES PER LB   | 30.00  | 0.00  | 0.00 | 30.00    |

ROUTE

MECHANIC NEEDS TO REMOVE THE HEAD IN ORDER TO INSTALL KNOCK SENSOR...  
VEHICLE HAS 2 KNOCK SENSOR

Quote!

I authorize Pacific Tyre to perform the work identified on this Work Order. A storage fee of \$10.00 per day will be charged on vehicles left over 30 days after completion (vehicles may be stored outside the enclosed garage and Pacific Tyre will not be responsible for any damage to the vehicle).

ENCLOSURE (Date & Initial)

Signature: \_\_\_\_\_

=====  
Parts: 229.99  
Labor: 1,925.00  
  
Subtotal: 2,154.99  
Sales Tax:  
Work Order Total: 2,154.99












# PO ADJ\_ BR210358

Final Audit Report

2021-08-09

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2021-08-09                                   |
| By:             | Danica Batac (batacd8156@triton.uog.edu)     |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAA5nLf5mroPkFQ1aor3Ze-EJz_u5wCktYE |

## "PO ADJ\_ BR210358" History

-  Document created by Danica Batac (batacd8156@triton.uog.edu)  
2021-08-09 - 2:08:01 AM GMT- IP address: 168.123.140.73
-  Document emailed to Aubrey Moore (aubreymoore2013@gmail.com) for signature  
2021-08-09 - 2:11:30 AM GMT
-  Email viewed by Aubrey Moore (aubreymoore2013@gmail.com)  
2021-08-09 - 3:51:03 AM GMT- IP address: 66.249.84.95
-  Document e-signed by Aubrey Moore (aubreymoore2013@gmail.com)  
Signature Date: 2021-08-09 - 3:52:11 AM GMT - Time Source: server- IP address: 121.55.241.55
-  Document emailed to Adrian Ares (adriana@triton.uog.edu) for signature  
2021-08-09 - 3:52:13 AM GMT
-  Email viewed by Adrian Ares (adriana@triton.uog.edu)  
2021-08-09 - 4:37:24 AM GMT- IP address: 104.47.74.126
-  Document e-signed by Adrian Ares (adriana@triton.uog.edu)  
Signature Date: 2021-08-09 - 4:38:20 AM GMT - Time Source: server- IP address: 168.123.200.127
-  Document emailed to Lee Yudin (lyudin@triton.uog.edu) for signature  
2021-08-09 - 4:38:22 AM GMT
-  Email viewed by Lee Yudin (lyudin@triton.uog.edu)  
2021-08-09 - 4:50:41 AM GMT- IP address: 104.47.73.126
-  Document e-signed by Lee Yudin (lyudin@triton.uog.edu)  
Signature Date: 2021-08-09 - 4:51:39 AM GMT - Time Source: server- IP address: 202.47.154.89
-  Agreement completed.  
2021-08-09 - 4:51:39 AM GMT



# PURCHASE ORDER



PO DATE: 07/09/21  
 VENDOR NO.: 0000802

P.O. NUMBER:  
 GL ACCT NOS: BR210358  
 30\_2F\_311117\_R\_5201050

**VENDOR:**

PACIFIC TYRE  
 180 CHALAN SAN ANTONIO RD  
 TUMUNING GU 96913

**RESEARCH CORPORATION  
 OF THE UNIVERSITY OF GUAM**

UOG Station, Mangilao, Guam 96923  
 Telephone: (671) 735-0249 Fax: (671) 735-0252

**SHIP TO:**

University of Guam  
 Cnas - A. Moore  
 303 University Dr, UOG Station  
 Mangilao GU 96923

**AUTHORITY:**

**PO Expiration Date:**

| ARTICLES OR SERVICES                                                                                                                                                                                                                                                                                                                             | QTY | UNIT | UNIT PRICE | AMOUNT   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|------------|----------|
| <p>Car Maintenance &amp; Service<br/>           WO# 4-335126, 4-338195,<br/>           4-321687</p> <p>Justification:<br/>           CRB vehicles need to be<br/>           fixed due to safety<br/>           guidelines and<br/>           procedures.</p> <p>Vehicle License:<br/>           5459<br/>           5603<br/>           5605</p> |     |      |            | 2,346.22 |

**SPECIAL INSTRUCTIONS TO VENDORS:**

A. SEND CERTIFIED ORIGINAL AND TWO (2) COPIES  
 OF INVOICE TO:

RCUOG, 303 UNIVERSITY DRIVE, UOG STATION,  
 MANGILAO, GUAM 96923

THE P.O. NUMBER MUST APPEAR ON ALL  
 INVOICES, PACKING SLIPS, B/L, ETC.

B. PAYMENT UPON RECEIPT OF MERCHANDISE IN  
 GOOD CONDITION.

C. THIS ORDER IS SUBJECT TO TERMS AND  
 CONDITIONS ON REVERSE SIDE.

DO NOT FILL THIS ORDER IF  
 YOUR COST EXCEEDS 10%  
 OF PO TOTAL

**TOTAL: 2,346.22**

**APPROVING AUTHORITY**

*Gloria Tan* 7/9/21





RESEARCH CORPORATION  
OF THE UNIVERSITY OF GUAM

**PURCHASE ORDER ADJUSTMENT**

DATE: 07/16/21

TO: Ms. Gloria Travis, RCUOG Chief Business Officer

FROM: Lee Yudin Jul 16, 2021, CNAS Aubrey Moore Jul 16, 2021  
Lee Yudin (Jul 16, 2021 15:34 GMT+10) Aubrey Moore (Jul 16, 2021 11:59 GMT+10)  
Jul 16, 2021 UNIT DIRECTOR'S Name/Signature UNIT'S NAME

☒ Approved

☐ Disapproved

**Subject: Adjustment of Encumbrances**

Your immediate action is hereby requested to adjust the following:

PO No. BR210358 ACCOUNT No.: 30-2F-311117-R-5201050

VENDOR Name: PACIFIC TYRE

1. ☒ INCREASE ☐ DECREASE  
AMOUNT: From \$ 2346.22 To \$ 4961.22 ADJUST \$ 2615
2. ( ) CHANGE OF VENDOR  
From: See above To: \_\_\_\_\_
3. ( ) CANCEL in its entirety.
4. ( ) CANCEL the balance \$ \_\_\_\_\_ and consider the purchase order closed.
5. ( ) Other: \_\_\_\_\_

JUSTIFICATION/REASON:

More issues were found in the CRB vehicles during inspection and needs immediate attention.

~~~~~ INFORMATION TO BE COMPLETED BY BUSINESS OFFICE AFTER THIS LINE ~~~~~

Procurement Adjustment No. _____

Certifying Officer: [Signature]

Date: 7/20/21

Copies: Procurement/Accounting/Units

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RCUOG
E-RECEIVED
DATE: 7/19/21
[Signature]

Re: Adjusting the Pacific Tyre PO

Cayanan, Christian <cayananc@triton.uog.edu>

Thu 7/15/2021 8:50 AM

To: Precious Nagallo <nagallo@triton.uog.edu>

Justification: CRB vehicles were inspected and fixed the first time but found out there are more problems that needed to be fixed as well, due to safety issues, we must get these problems fixed to use the vehicles.

From: Precious Nagallo <nagallo@triton.uog.edu>

Sent: Thursday, July 15, 2021 8:30 AM

To: Cayanan, Christian <cayananc@triton.uog.edu>

Cc: Aubrey Moore <aubreymoore2013@gmail.com>

Subject: Re: Adjusting the Pacific Tyre PO

Hi Christian,

Please send justification as to why the increase of Purchase Order. Once received, I will send a P.O adjustment for signature approval. Thank you!

Sincerely,

Precious April G. Nagallo

RCUOG, Grant Assistant I

UOG Dean Circle, House #24

Mangilao, GU 96923

Contact Number: #(671)735-0251



RESEARCH CORPORATION
OF THE UNIVERSITY OF GUAM

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From: Cayanan, Christian <cayananc@triton.uog.edu>

Sent: Wednesday, July 14, 2021 4:27 PM

To: Precious Nagallo <nagallo@triton.uog.edu>

Cc: Aubrey Moore <aubreymoore2013@gmail.com>

Subject: Adjusting the Pacific Tyre PO

Hi Precious, Dr Moore would like to request an increase of \$2615 on the existing PO for Pacific Tyre associated with account 30-2F-311117. Thanks for your help!

Pacific Tyre Mangilao
364 Route 10

Mangilao, GU 96929
6717348802

WO # 4-327348

Date 11/12/2020

In 11/12/2020 2:26 pm

Emp: 1-45 LR / 1-75 MGR
* * * W O R K O R D E R * * *

Page: 1

Sold To
UNIVERSITY OF GUAM
303 DRIVE UOG STATION
MANGILAO GU 96913

Ship To

Unit:
Veh: 10 TOYOTA 4RUNNER
Lic: 5603
Mil: In: 0 Out: 0
Vin: JTEBU5JRXA5006573
PO:

Business Phone: 735-2094

Business Phone: 735-2495
Contact: 735-3390

| Size | Nech | Part # | QTY | Description | Parts | Labor | FET | Total |
|------|------|---------|------|---------------------------------|--------|-------|------|--------|
| 45 | | SLGEN | 1.00 | LA GENERAL LABOR | 0.00 | 77.00 | 0.00 | 77.00 |
| 45 | | NSP-001 | 1.00 | DLA923 RIGHT REAR DOOR ACTUATOR | 424.99 | 0.00 | 0.00 | 424.99 |

QUOTE
REC: PASS REAR DOOR ACTUATOR
REPLACED DOOR HANDLE

I authorize Pacific Tyre to perform the work identified on this Work Order. A storage fee of \$10.00 per day will be charged on vehicles left over 30 days after completion (vehicles may be stored outside the enclosed garage and Pacific Tyre will not be responsible for any damage to the vehicle).

| | |
|--------|--------|
| Parts: | 424.99 |
| Labor: | 77.00 |

Signature: _____

| | |
|-------------------|--------|
| Subtotal: | 501.99 |
| Sales Tax: | |
| Work Order Total: | 501.99 |

Pacific Tyre Mangilao
364 Route 10

Mangilao, GU 96929
6717348802

WO # 4-339515
Date 07/13/2021
In 07/13/2021 10:29 am

Emp: 1-167 FFR / 1-75 MGR
* * * W O R K O R D E R * * *

Page: 1

Sold To
UNIVERSITY OF GUAM
303 DRIVE UOG STATION
MANGILAO GU 96913

Ship To

Unit:
Veh: 10 TOYOTA TACOMA
Lic: 5459
Mil: In: 0 Out: 0
Vin: STELU4EN3AZ723047
PO:

Business Phone: 735-2094

Business Phone: 735-2495
Contact: 735-2094

| Slon | Mech | Part # | QTY | Description | Parts | Labor | PET | Total |
|------|------|----------|------|-----------------------------------|--------|-------|------|--------|
| 167 | | SLGEN | 2.00 | LA GENERAL LABOR | 0.00 | 77.00 | 0.00 | 154.00 |
| 167 | | NSP-001 | 1.00 | . 8255351 L TAIL LIGHT ASSY | 238.19 | 0.00 | 0.00 | 238.19 |
| 167 | | NSP-001 | 1.00 | . 8255352 R TAIL LIGHT ASSY S/O ✓ | 238.19 | 0.00 | 0.00 | 238.19 |
| 167 | | FREIGHT | 1.00 | FRT FREIGHT CHARGES PER LB | 30.00 | 0.00 | 0.00 | 30.00 |
| 167 | | LMP7443N | 2.00 | 7443N BULB | 3.00 | 0.00 | 0.00 | 6.00 |
| 167 | | LMP3157N | 2.00 | 3157N BULB MINIATURES | 1.33 | 0.00 | 0.00 | 2.66 |
| 167 | | LMP168N | 2.00 | 168N BOXED MINIATURES | 1.69 | 0.00 | 0.00 | 3.38 |
| 167 | | BAT8435 | 3.00 | 8435 BATTERY (2 YR WARRANTY) | 190.99 | 0.00 | 0.00 | 572.97 |

QUOTATION
SAFETY FAILED ---
REC: REGULAR TAIL LIGHTS ASSEMBLY
ONE OF THEM IS SPECIAL ORDER

I authorize Pacific Tyre to perform the work identified on this Work Order. A storage fee of \$10.00 per day will be charged on vehicles left over 30 days after completion (vehicles may be stored outside the enclosed garage and Pacific Tyre will not be responsible for any damage to the vehicle).

Parts: 1,091.39
Labor: 154.00

Signature: _____

Subtotal: 1,245.39
Sales Tax:
Work Order Total: 1,245.39

Pacific Tyre Mangilao
364 Route 10

Mangilao, GU 96929
6717348802

WO # 4-338216

Date 06/15/2021

In 06/15/2021 10:42 am

Emp: 1-167 FFR / 1-75 MGR
* * * W O R K O R D E R * * *

Page: 1

Sold To
UNIVERSITY OF GUAM
303 DRIVE UOG STATION
MANGILAO GU 96913

Ship To

Unit:
Veh: 10 TOYOTA 4 RUNNER
Lic: 5605
Mil: In: 0 Out: 0
Vin: JTEBU5JR4A5009906
PO:

Business Phone: 735-2094

Business Phone: 735-2495
Contact: 735-2094

| Slm | Mech | Part # | QTY | Description | Parts | Labor | FRT | Total |
|-----|------|---------|------|-----------------------------------|--------|-------|------|--------|
| 167 | | SLELECT | 1.00 | LAELECT ELECTRICAL LABOR /HR | 0.00 | 77.00 | 0.00 | 77.00 |
| 167 | | NSP-001 | 1.00 | PS360 P/S STEERING SWITCH SENSOR | 375.44 | 0.00 | 0.00 | 375.44 |
| 167 | | FREIGHT | 1.00 | FRT FREIGHT CHARGES PER LB | 30.00 | 0.00 | 0.00 | 30.00 |
| 167 | | SLELECT | 1.00 | LAELECT ELECTRICAL LABOR /HR | 0.00 | 77.00 | 0.00 | 77.00 |
| 167 | | NSP-001 | 1.00 | DKS665 KNOCK SENSOR S/O | 199.99 | 0.00 | 0.00 | 199.99 |
| 167 | | FREIGHT | 1.00 | FRT FREIGHT CHARGES PER LB | 30.00 | 0.00 | 0.00 | 30.00 |
| 167 | | SLELECT | 1.00 | LAELECT DIAGNOSE DRIVER REAR TAIL | 0.00 | 77.00 | 0.00 | 77.00 |

QOUTATION
REC: P/S SWITCH
KNOCK SENSOR
DIAGNOSE DRIVER TAIL LIGHT

I authorize Pacific Tyre to perform the work identified on this Work Order. A storage fee of \$10.00 per day will be charged on vehicles left over 30 days after completion (vehicles may be stored outside the enclosed garage and Pacific Tyre will not be responsible for any damage to the vehicle).

Parts: 635.43
Labor: 231.00

Signature: _____

Subtotal: 866.43
Sales Tax:
Work Order Total: 866.43












PO ADJ_BR210358

Final Audit Report

2021-07-16

| | |
|-----------------|--|
| Created: | 2021-07-15 |
| By: | Danica Batac (batacd8156@triton.uog.edu) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAUEYoVUV-2Jh52WSAoUMTT3eTKGbL0R |

"PO ADJ_BR210358" History

-  Document created by Danica Batac (batacd8156@triton.uog.edu)
2021-07-15 - 10:53:46 PM GMT- IP address: 168.123.140.73
-  Document emailed to Aubrey Moore (aubreymoore2013@gmail.com) for signature
2021-07-15 - 10:56:15 PM GMT
-  Email viewed by Aubrey Moore (aubreymoore2013@gmail.com)
2021-07-16 - 1:58:42 AM GMT- IP address: 66.249.84.85
-  Document e-signed by Aubrey Moore (aubreymoore2013@gmail.com)
Signature Date: 2021-07-16 - 1:59:14 AM GMT - Time Source: server- IP address: 121.55.241.55
-  Document emailed to Adrian Ares (adriana@triton.uog.edu) for signature
2021-07-16 - 1:59:15 AM GMT
-  Email viewed by Adrian Ares (adriana@triton.uog.edu)
2021-07-16 - 5:17:15 AM GMT- IP address: 104.47.73.126
-  Document e-signed by Adrian Ares (adriana@triton.uog.edu)
Signature Date: 2021-07-16 - 5:17:43 AM GMT - Time Source: server- IP address: 168.123.200.127
-  Document emailed to Lee Yudin (lyudin@triton.uog.edu) for signature
2021-07-16 - 5:17:45 AM GMT
-  Email viewed by Lee Yudin (lyudin@triton.uog.edu)
2021-07-16 - 5:22:58 AM GMT- IP address: 168.123.200.139
-  Document e-signed by Lee Yudin (lyudin@triton.uog.edu)
Signature Date: 2021-07-16 - 5:34:25 AM GMT - Time Source: server- IP address: 168.123.200.139
-  Agreement completed.
2021-07-16 - 5:34:25 AM GMT



| | |
|--------|----------|
| Amount | 2,346.22 |
|--------|----------|

[illegible]

