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THE COMMISSIONER

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GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS

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DEPARTMENT OF FINANCE

FINANCE MEMORANDUM NO. 11-2015

FOR: ALL DEPARTMENT AND AGENCY HEADS

**SPECIAL ATTENTION TO:
Directors, Business & Administrative Services
Fiscal Officers and Program Managers, Time
And Attendance Personnel**

A handwritten signature in blue ink, appearing to read "Valdamier O. Collens".

June 12, 2015

FROM: Valdamier O. Collens, Commissioner Nominee

**RE: REVISED – Statement of Policies & Procedures (SOPP #105, SOPP #125
and SOPP #130)**

To ensure uniformity and compliance with procurement regulations made throughout the central Government of the Virgin Islands via the Enterprise Planning (ERP) System, certain revisions were incorporated into the above-referenced Statement of Policies and Procedures, which are attached hereto.

If you have any questions or concerns, please do not hesitate to contact Ms. Muriel Fenton, Director of Accounting at (340) 774-4750, Ext. 2111 or Ms. Laurel Payne, Director of Treasury at (340) 774-4750, Ext. 2279.

Your full cooperation in this matter is greatly appreciated.