

GENERAL SECRETARIAT
SECRETARIAT FOR ADMINISTRATION AND FINANCE

ADMINISTRATIVE MEMORANDUM NO. 111 Rev. 4

**SUBJECT: REVISED OAS FORM 608 FOR PERFORMANCE CONTRACTS (CPR)
AND FOR CPR'S FOR OAS SPECIAL MISSIONS AND PROJECTS**

CONSIDERING,

That Administrative Memorandum No. 111 Rev. 3 containing OAS Form 608 for Performance Contracts (CPR's) was signed and issued on May 1, 2006; and

That it is necessary to revise this Administrative Memorandum in order to include the following two CPR formats:

(1) a format to be used for all CPR's, with the exception of those CPR's used for certain OAS Special Missions and Projects; and

(2) a format to be used for CPR's for certain OAS Special Missions and Projects designated by the Secretary General,

THE DECISION:

1. The **OAS Form 608** dated October 19, 2006 (including its Cover Sheet and Annexes I-III, which are attached as **Annex I**, hereto), shall be used for all CPR's, with the exception of certain OAS Special Missions and Projects designated by the Secretary General in accordance with Paragraph 2, below.
2. The **OAS Form 608 SMP** dated October 19, 2006 (including its Cover Sheet and Annexes I-III, which are attached as **Annex II**, hereto), shall be used for CPR's for certain OAS Special Missions and Projects designated by the Secretary General.
3. Beginning on the 15th day after the effective date of this Administrative Memorandum, the Secretariat for Administration and Finance shall no longer accept for processing any CPR's which are not prepared on the appropriate OAS Form described in this Administrative Memorandum No. 111, Rev. 4.
4. The Department of Human Resources shall promptly make the new OAS 608 Web-based Forms available in the new automated CPR Request System to all dependencies of the General Secretariat.

5. This Administrative Memorandum shall enter into force on the day it is signed.



Ambassador Frank Almaguer
Assistant Secretary
Secretariat for Administration and Finance

Date: October 19, 2006

Original: English