STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

April 10, 1973

MEMORANDUM - 1972-24

TO: Heads of Departments and Agencies

FROM: KeNam Kim, Comptroller

SUBJECT: Mutilated State of Hawaii Warrants (checks)

In the mechanical processing of warrants returned by departments and agencies for cancellation, Computer Center No. One is experiencing excessive malfunctioning of its machines because the warrants are returned in bent or torn condition, stapled to other material, or otherwise mutilated.

This memorandum, therefore, is to request your assistance in reminding those responsible so that, to the extent possible, better care can be taken in returning the warrants to us. If warrants must be attached to other papers, they should be paperclipped, not stapled or pinned. Scotch tape should not be used on a warrant, as it may cover punches in the warrant. The warrants are machine-processed when they are returned, and keeping them in good condition is important.

Your helpfulness in this matter will be appreciated.

KENAM KIM
Comptroller