DIRECTOR'S OFFICE
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TRANSPORTATION

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

MEMORANDUM NO. 1983-20

TO: Heads of Departments and Agencies

FROM: Hideo Murakami, Comptroller

SUBJECT: FAMIS Vouchering of Payments to Postmaster

Pending more formal documentation in the Accounting Manual, this memorandum is to provide specific instructions for the manner in which payments for the purchase of postage should be vouchered to the Postmaster under FAMIS.

To avoid unnecessary duplication of vendor records in the Vendor Edit Table of FAMIS, departments and agencies should not use or establish anew a unique Postmaster vendor record unless there is a special need for doing so.

In general, the only name needed as the payee for a payment to the Postmaster is the one word "POSTMASTER". Departments and agencies should avoid adding the names of towns such as "POSTMASTER, WAIANAE".

In most cases, departments and agencies will want the second line printed on the warrant to identify their department-level organization, such as "C/O DEPARTMENT OF XXXXX". Again, making the second line unnecessarily unique (or adding a third line) to identify further breakdown of the department-level organization should be avoided.

It is recognized, however, that a complete mailing address is needed for those warrants that are to be mailed by our Pre-Audit Branch directly to a specific office (such as offices on the neighbor islands). The general pattern to follow in such cases is:

POSTMASTER
C/O DEPARTMENT OF XXXXX
123 ANY STREET
HILO, HAWAII 96720.

Your circulating this information to all offices in your department or agency involved in the vouchering process will be appreciated.

HIDEO MURAKAMI
Comptroller