Department of Transportation
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DIRECTOR'S OFFICE

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DEPT. OF TRANSPORTATION

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

September 19, 1984

MEMORANDUM 1984-42

TO: Heads of Departments and Agencies

FROM: Hideo Murakami Comptroller

SUBJECT: Manual Changes on Summary Warrant Vouchers

This is a technical reminder to your fiscal staff working with summary warrant vouchers (SWVs), regarding manual changes that must sometimes be made to the computer-printed forms.

Whenever manual changes are necessary, they should be made consistently throughout the SWVs. This particular reminder is directed toward the change that should be made to the "VOUCHER FINAL TOTAL" on the face of the SWVs (Report MBP462). When this "VOUCHER FINAL TOTAL" is not changed in line with other manual changes to SWVs, confusion results and payment is delayed.

Your forwarding this reminder to the appropriate fiscal staff in your department or agency will be appreciated.

HIDEO MURAKAMI
Comptroller

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