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

February 11, 1986

MEMORANDUM 1986-5

TO: Heads of Departments and Agencies

ATTN: Administrative/Fiscal Officers

FROM: Hideo Murakami, Comptroller

SUBJECT: Workers' Compensation Claim Benefit Payments

In connection with the petty cash requirements of Act 281/85, an administrative decision has been made to except the payments of workers' compensation claim benefits for less than $100 from the petty cash payment process.

Although these payments would be related to the payment of goods or services received, it has been determined that processing of these payments through both the petty cash and normal vouchering processes would make the monitoring of these costs more difficult and would thus affect the ability to report this information. Therefore, as an administrative policy, payments for workers' compensation claim benefits will not be allowed to be paid through petty cash and will be required to be paid through the normal vouchering process.

Your cooperation in transmitting this information to your department employees will be appreciated.

HIDEO MURAKAMI
Comptroller