JOHN WAIHEE
GOVERNOR

ROBERT P. TAKUSHI
~~RUSSELL S. NAGATA~~
COMPTROLLER
LLOYD I. UNEBASAMI
~~ROBERT P. TAKUSHI~~
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P. O. BOX 119
HONOLULU, HAWAII 96810-0119

December 1, 1992

COMPTROLLER'S MEMORANDUM NO. 1992-32

TO: Heads of Departments

ATTN: Administrative and Fiscal Officers

FROM: Robert P. Takushi, Comptroller

SUBJECT: Revised Summary Warrant Voucher - Manual, SAFORM C-08 and Summary Warrant Voucher (Computer), SAFORM C-10

This is to inform departments that a revised Summary Warrant Voucher - Manual, SAFORM C-08 and Summary Warrant Voucher (Computer), SAFORM C-10 will be implemented on January 1, 1993. The SAFORM C-08 will be available from Correctional Industries starting December 23, 1992. The remaining quantities of the old form may be used for transactions up until June 30, 1993. For any transaction after that date, departments and agencies will be required to use the new form.

Attached for your information is a sample copy of the revised forms with the specific changes described below:

Summary Warrant Voucher - Manual (ATTACHMENT 1)

1. In the lower left corner of the form, "WARRANTS" and "MAIL-DEL" were deleted and "DEPT. BATCH REF.:" was added.

2. Changed date of form to January 1, 1993 (REVISED).

Summary Warrant Voucher (Computer) (ATTACHMENT 2)

1. In the lower left corner of the form, "WARRANTS" and "MAIL-DEL" were deleted and two horizontal dotted lines after "POSTED" were added. "RUN DATE" and "DEPT BATCH REF:" were added below the dotted lines.

2. In the lower right corner of the form, deleted the lowest horizontal dotted line to allow more space for the COMPTROLLER VOUCHER NUMBER.

Should there be any questions regarding this memorandum, please call Ms. Dona Kang of our Systems Accounting Branch staff at 586-0610.

ROBERT P. TAKUSHI
Comptroller

Attachments

ATTACHMENT 1

STATE OF HAWAII

SUMMARY WARRANT VOUCHER - MANUAL

DATE _____

DEPARTMENT _____ FUND _____

Batch Type	Dept. Code	Dept. Batch Ref. No.	Trans Fiscal Mo.	Warrant Writing Subfund	Warrant Routing Indicator	Red Tag Indicator	Payment Type Indicator	Dept. Batch Status	Central Accing Batch Status	Number of Transactions	Warrant Amount

VENDOR NAME	VENDOR NUMBER	SFX
X(30)	XXXXXXXXXX	XX

ADDRESS - 1	ADDRESS - 2
X(30)	X(30)

ADDRESS - 3	CITY	STATE	ZIP
X(30)	X(19)	XX	XXXXXX

TC	INVOICE NUMBER	INV. DATE	AMOUNT	M	R	REF. DOC. NO.	SFX	F	YR	APP	D	ALLOT CAT	SRCE/OBJ
XXX	XXXXXXXXXXXX	MM/DD/YY	XXXXXXXXXXX XX	X	X	XXXXXXXX	XX	X	XX	XXX	XX	XX	XXXX

CC	PROJECT	PH	ACT	S/L ACCT	OPTIONAL REMITTANCE DATA	OPTIONAL DEPARTMENTAL DATA	ASD
XXXX	XXXXXX	XX	XXX	XXXXXX	X (25)	X (22)	MM/DD/YY

REMARKS:

DISTRIBUTION BY ALLOTMENT CATEGORY

TC	F	YR	APP	D	ALLOT CAT	AMOUNT

FOR STATE COMPTROLLER USE

	BY	DATE
AUDIT		
APPROVE		
REGISTER		
POSTED		

DEPT. BATCH REF.: (1)

I DO HEREBY CERTIFY THAT THE ATTACHED DEMANDS (a) ARE FOR SERVICES WHICH HAVE BEEN FAITHFULLY PERFORMED OR/AND FOR MATERIALS AND SUPPLIES RECEIVED IN GOOD ORDER AND CONDITION, (b) ARE CORRECT IN EVERY RESPECT AND (c) HAVE NOT BEEN PREVIOUSLY PAID.

APPROVED _____
SUBORDINATE OFFICER DIRECTLY RESPONSIBLE

FOR

PAYMENT _____
HEAD OF DEPARTMENT

BATCH DATE

BATCH NUMBER

COMPTROLLER Voucher Number

(2) STATE ACCOUNTING FORM C-08
JANUARY 1, 1993 (REVISED)

ATTACHMENT 2

SUMMARY WARRANT VOUCHER RUN DATE 07/22/92

DEPT: A DEPARTMENT A
BATCH TYPE: 3
DEPT BATCH REF NO: A1992
FM: 01 WWS: G WRI: RTI: PTI: E
SPD: / /

PVN: 01
ENTERED TRANS COUNT: 10
ENTERED BATCH AMT: 25,580.58
COMPUTED TRANS COUNT: 10
COMPUTED BATCH AMT: 25,580.58

LINE	VENDOR NAME	VENDOR NO-SFX	AMOUNT
01	MR. COOL AIR CONDITIONING MR. COOL AIR CONDITIONING	0000012345 00	600.00
02	ZZZ CORPORATION ZZZ CORPORATION	0000023456 00	4,156.76
03	HOME DISTRIBUTORS, INC. HOME DISTRIBUTORS, INC.	0000034567 01	1,325.00
04	AIR ENVIRONMENTAL AIR ENVIRONMENTAL	0000045678 07	872.57
05	OAHU CHEMICAL AND PAPER OAHU CHEMICAL AND PAPER	0000056789 04	675.00
06	ELECTROLUX CLEANERS ELECTROLUX CLEANERS	0000067890 50	3,847.27
07	WATERGATE SYSTEMS, INC. WATERGATE SYSTEMS, INC.	0000078901 37	748.29
08	BEVERLY CLEARY BEVERLY CLEARY	0000089012 02	5,943.62
09	ALPHA-BETA ELECTRIC COMPANY ALPHA-BETA ELECTRIC COMPANY	0000090123 40	4,757.84
10	LAND MANAGEMENT OF OAHU LAND MANAGEMENT OF OAHU	0000012345 73	2,654.23
		VOUCHER FINAL TOTAL	25,580.58

DISTRIBUTION BY ALLOTMENT CATEGORY

TC-F-YR-APP-D	AC	OBJ	VOUCHER TOTAL
241 G-92-035-A	20		7,629.33
241 G-92-034-A	20		17,951.25

FOR STATE COMPTROLLER USE
BY DATE

AUDIT

APPROVE

REGISTER

POSTED

RUN DATE 07/22/92 (1)

DEPT BATCH REF: A1992

I DO HEREBY CERTIFY THAT THE ATTACHED DEMANDS (A) ARE FOR SERVICES WHICH HAVE BEEN FAITHFULLY PERFORMED AND/OR FOR MATERIALS AND SUPPLIES RECEIVED IN GOOD ORDER AND CONDITION, (B) ARE CORRECT IN EVERY RESPECT AND (C) HAVE NOT BEEN PREVIOUSLY PAID

SUBORDINATE OFFICER RESPONSIBLE

APPROVED FOR PAYMENT

HEAD OF DEPARTMENT

BATCH DATE MM/DD/YY

BATCH NO

COMPTROLLER VOUCHER NUMBER

(2)