IENJAMIN J. CAYETANO
GOVERNOR

RAYMOND H. SATO
COMPTROLLER

MARY PATRICIA WATERHOUSE
DEPUTY COMPTROLLER

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

DEC 27 1999

COMPTROLLER'S MEMORANDUM NO. 1999-44

TO: Heads of Departments

SUBJECT: Revised SAFORMS for the Year 2000

This is to inform departments that the date fields of the State Accounting Forms (SAFORMS) have been reviewed for the Year 2000. To minimize the impacts of Y2K, it was decided that the Fiscal Year fields on the forms would not be changed. The only exceptions to this are the following Table Maintenance forms:

Appropriation Account Code Table Maintenance, SAFORM A-50;
Cost Center Table Maintenance, SAFORM A-51;
Project Control Table Maintenance, SAFORM A-55; and
Department Activity Table Maintenance, SAFORM A-57.

The Fiscal Year fields on these forms have been revised to facilitate the data entry of these transactions on-line. If your department would like a sample of these revised forms, please contact Dona Kang of our Systems Accounting Branch at 586-0610.

The only other date fields impacted are the ones with "19" for the century, and are not data entered. To minimize waste, your department should continue to use the existing forms by crossing out the "19" and writing in "20" for the century. These forms will be revised to reflect "20" for the century and will be available when existing inventories are depleted.

The revision date on these forms will be January 1, 2000 (Revised). The only exception is the revision date for the SAFORM B-24, which is July 1, 1999 (Revised).

The following is a list of the forms impacted:

SAFORM A-01	Appropriation Warrant
SAFORM A-08	Unrequired Appropriations to be Lapsed
SAFORM A-15	Allotment Advice
SAFORM A-19	Request For Allotment
SAFORM A-21	Request For Transfer of Funds
SAFORM B-10	Bill For Collection
SAFORM B-24	Official Receipt Book

SAFORM C-31	Monthly Mileage Record For State Owned Vehicles
SAFORM C-32	Personal Automobile Trip Record
SAFORM D-90	Employees Designation of Beneficiary

If there are any questions regarding the above forms, please contact Dona Kang of our Systems Accounting Branch at 586-0610.

RAYMOND H. SATO
State Comptroller