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GOVERNOR

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COMPTROLLER

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DEPARTMENT OF ACCOUNTING
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JUN 18 2001

COMPTROLLER'S MEMORANDUM NO. 2001-17

TO: Heads of Departments and Agencies

ATTN: Administrative and Fiscal Officers

SUBJECT: Laser-Printed Comptroller's Checks

This is to inform departments that the State plans to convert to laser-printed checks on July 1, 2002. The checks involved are those issued for vendor payments, unemployment insurance, tax refunds, medicare, welfare, payroll, U.S. Savings Bonds refunds, elections payroll, rent supplements, uniform allowances, and jury payroll.

All checks, including those that do not have a remittance advice or statement, will be printed on 8-1/2" x 11" sheets of paper. The laser-printed checks will be 8-1/2" x 3-2/3", which is larger than the current check (7-3/8" x 3-1/3"). As a result, if your department plans to mail the laser-printed checks, new envelopes will have to be purchased.

To allow ample time for departments to reassess their envelope requirements, the State Procurement Office has agreed to solicit two (2) bids for ordering envelopes. The first order will cover the first six (6) month period from January 1, 2002 thru June 30, 2002, while the second order will cover the second six (6) month period from July 1, 2002 thru December 31, 2002.

The State Procurement Office will contact departments that ordered envelopes this year and last year to inform them of the possibility of converting to laser-printed checks in July of 2002, and if necessary, to reassess their requirements. For the first order, it has been requested that the final envelope requirements be submitted to the State Procurement Office with attention to Cara Sakata by July 1, 2001. It is not necessary to send any envelope samples since they were sent in with the first requirements.

Due to the amount of time needed to procure checks, the decision of whether or not we will proceed with converting to laser-printed checks will be made by the first week in December of 2001. As such, departments will be notified of that decision in December. At that time, departments will be given the opportunity to reassess their envelope requirements and can place their order with the State Procurement Office for the second six (6) month period from July 1, 2002 thru December 31, 2002. Requirements for the second order will be due on March 1, 2002.

If there are any questions, please call Kurt Muraoka of our Systems Accounting Branch at 586-0610.

for Mary Alice Evans
WAYNE H. KIMURA
State Comptroller