

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

November 7, 2005

COMPTROLLER'S MEMORANDUM 2005-27


TO: Heads of Departments and Agencies

SUBJECT: Procurement of Passenger Vehicles

This is a reminder for departments to follow Executive Memorandum No. 05-01, attachment A paragraph 21.g, regarding approval to purchase passenger motor vehicles.

Please submit form AMD MP-007 (sample attached) to the Comptroller and use the standard specifications developed by the Automotive Management Division to procure common types of passenger motor vehicles. We will consider the availability of motor pool vehicles when evaluating your requests. To purchase specialty type passenger vehicles not listed on AMD MP-007, agencies may develop and use their own specifications.

If you have any questions on these instructions, please call me at 586-0400, or Mr. Brian Saito of the Automotive Management Division at 586-0343.


RUSS K. SAITO
State Comptroller

Attachment (1)
Form AMD MP-007

COMPTROLLER'S APPROVAL FORM
 PROCUREMENT OF PASSENGER VEHICLES
 DATE _____

TO: State Comptroller
 Department of Accounting and General Services

ATTN: Automotive Management Division

FROM: _____
 Department / Agency

A. REQUEST APPROVAL TO PURCHASE:

New Vehicle Used Vehicle

Total # of vehicles to be aquired this FY _____

Alternative Fuel or Hybrid Vehicle Yes No

What is your source of funding _____

If requesting a new vehicle please provide the reason it is advantageous to purchase a new vehicle instead of a used vehicle?

B. PASSENGER VEHICLE SPECIFICATIONS:

| ITEM | DESCRIPTION | QTY | ISLAND |
|------|---|-------|--------|
| 1 | Compact 4-dr. Sedan (5-passenger) | _____ | _____ |
| 2 | Intermediate/Full size 4-dr. Sedan (passenger) | _____ | _____ |
| 3 | Compact Mini-Van (7-passenger) | _____ | _____ |
| 4 | Compact Sport Utility (5-passenger) 4-dr., 4-wheel drive | _____ | _____ |

NOTE: Submit separate form for each vehicle type

C. TYPE OF VEHICLE REQUESTED

QTY: _____ TYPE: _____

D. PROPOSED APPLICATION AND USE OF VEHICLE(S):

E. JUSTIFICATION FOR PURCHASE:

Describe reasons why it is not feasible or cost effective to rent a Central Motor Pool vehicle.

F. OPERATION AND MAINTENANCE OF VEHICLE:

Location (parking) for vehicle _____

Fueling Location _____

Repair/Maintenance Provider _____

If Vehicle is involved in an accident and totaled, how would you replace vehicle? Where would funding come from? _____

APPROVED

DISAPPROVED

STATE COMPTROLLER

DATE

COMMENTS: _____

AMD-MP-007