Dept. of Transportation (2)

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DIRECTOR'S OFFICE
MAR 23 1 17 PM '89
DEPT. OF TRANSPORTATION

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
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KEN KIYABU
DEPUTY COMPTROLLER

March 21, 1989

COMPTROLLER'S MEMORANDUM 1989-9

TO: Heads of Departments and Agencies

ATTN.: Fiscal Offices

FROM: Russel S. Nagata, Comptroller

SUBJECT: Statewide Vendor Table Maintenance

In our continuing effort to reduce unnecessary duplication of records in the Vendor Edit Table of the State's accounting system, it has been noted that a high proportion of the duplications results from the addition of vendor names/addresses with only slight differences from a name/address already established. Such duplications result in vendor-related information that must be manually pieced together to be complete. These duplications also cause related computer processing to be less efficient.

We are therefore requiring that the additions to the Vendor Edit Table requested by your agency be substantiated with evidence from the vendor as to the correct name/address. The evidence must be submitted in the following manner:

(1) With each State Accounting Form A-54 ("VENDOR TABLE MAINTENANCE") from your agency that is coded with the "add" function, attach a photocopy of the vendor's invoice showing the vendor's name and remittance address.

(2) If your agency submits a Form A-54 with the "add" function before having received an invoice from the vendor, substitute a photocopy of any other item originating with the vendor that shows its name and remittance address. For example, substitute a photocopy of the vendor's letterhead if it shows the name/address, or substitute a photocopy of an order form published by the vendor that shows the name/address.

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(3) Be certain that the address shown on the supporting evidence is the remittance address -- i.e., the address to which the State's payment is to be mailed.

This change in procedural requirements does not apply to vendor codes that are Social Security Numbers, since they are not prone to duplication.

We would also like to take this opportunity to urge your staff to complete Form A-54 correctly and completely, both to avoid the necessity of subsequent correction, and to assure more timely payment of vendors.

If there are any immediate staff questions, and whenever there is uncertainty as to how to apply the requirement of this memorandum in a particular case, your staff may call Ms. Shirley Kaiura of our Pre-Audit Branch at 548-4201.

RUSSEL S. NAGATA
Comptroller