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

October 9, 1990

COMPTROLLER'S MEMORANDUM NO. 1990-22

TO: Heads of Departments

ATTN: Administrative and Fiscal Officers

FROM: Russel S. Nagata, Comptroller

SUBJECT: Revised Contract Input, SAFORM C-41

This is to inform departments that a revised Contract Input, SAFORM C-41 will be implemented on November 1, 1990. The new forms will be available from Central Purchasing starting October 31, 1990. The remaining quantities of the old form with the revision date of July 1, 1989 may still be used after the implementation date of the revised form.

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

1. Added an extra space in the "cents" column for "BASIC" and "EXTRA" amounts.
2. Added an extra space in the "cents" column for the "AMOUNT".
3. Added an extra space in the "MOD" and "REV" columns.
4. Changed date of form to November 1, 1990 (REVISED).

Should there be any questions regarding this memorandum, please call Ms. Dona Kang of our Systems Accounting Branch at 548-3895.

RUSSEL S. NAGATA
Comptroller

STATE OF HAWAII

CONTRACT INPUT

CONTRACT NUMBER	DATE OF DOCUMENT	CONTRACTOR NAME	REFERENCE DOCUMENT NUMBER	SFX
XXXXXXXX	MM/DD/YY		XXXXXXXX	XX

REQUESTED BY NAME	EXPEND AGENCY	CONTACT AGENCY	CONTRACT AMOUNTS BASIC		CONTRACT AMOUNTS EXTRA		RET %	CONTRACTOR (VENDOR) CODE	
								XXXXXXXXXX	XX

CONTRACT DATES BEGIN	EXP. COMPLETION	DESCRIPTION
MM/DD/YY	MM/DD/YY	

SFX	TC	F	YR	APP	D	OBJECT	COST CENTER	PROJECT NUMBER	PROJECT PH	DEPT ACT	AMOUNT		MOD	REV	OPTIONAL DEPARTMENTAL DATA
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXXXXXXXXXX	XX	X	X	X (22)

DATE: _____ AUTHORIZED SIGNATURE: _____

STATE ACCOUNTING FORM C-41
NOVEMBER 1, 1990 (REVISED)