WAIHEE
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RUSSEL S. NAGATA
COMPTROLLER

JAMES H. YASUDA
DEPUTY COMPTROLLER

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

January 2, 1991

COMPTROLLER'S MEMORANDUM NO. 1990-35

TO: Heads of Departments

ATTN.: Fiscal Offices Vouchering Payments

FROM: Russel S. Nagata, Comptroller

SUBJECT: New Requirement for Vendor-Address

In our Memorandum No. 1988-9, dated February 29, 1988, the problem of mailing vendor payments without a sufficient mailing address was discussed. The particular problem area under consideration was the frequency with which vouchers were received by us indicating that we should mail the related payments, although the vendors coded on the voucher were vendors for which a sufficient mailing address was not included in the Vendor Table.

In Memorandum No. 1988-9, we informed all departments that, effective July 1, 1988, any payment vouchered without a sufficient mailing address, if coded to be mailed, would be cancelled and returned to the vouchering department for follow-up. It was felt that such a procedure would, over time, result in resolving the problem described in the memorandum.

While some improvement has resulted, too many errors continue to occur to be considered acceptable. Also, the errors that do occur and the cancellation of the payments cause the vendor (or other payee) to be paid later. Staff time is consumed both in the fiscal office vouchering the payment and in our central Accounting Division disbursing the payment.

We are therefore adding a new requirement that every vendor in the Vendor Table have a complete mailing address, even if the department initiating establishment of the vendor in the Table does not intend to have payments mailed by us to the vendor. With this new requirement, our Accounting Division will follow your department's voucher instructions for either mailing the payments covered by the voucher or returning them to your department; if the mailing addresses are complete, there will be no delay in our disposition of the payments according to the department's instructions.

The new requirement for complete mailing address is to be applied as follows:

(1) For every Vendor Table maintenance transactions submitted on State Accounting Form A-54 by your department to our Accounting Division with a function code of "A" or "C", there must be a complete mailing address sufficient for delivery by the U.S. Postal Service -- i.e., a box number or street number; and the city, state, and zip code.

(2) If the vendor code is a social security number, your department has the option of using the address of the individual whose social security number is the vendor code, or the option of using your department's address preceded by a line that indicates "C/O [name of department]".

(3) If the vendor code is not a social security number, the mailing address must be the mailing address of the vendor (or payee). Any exception to this requirement must be supported by a written explanation attached to the related Form A-54 (e.g., because of confidentiality considerations, the payee's mailing address cannot be provided and any payment to the payee must be forwarded to your department).

(4) All payments on a voucher will be handled by our Accounting Division strictly in accordance with your department's coding of the 1-digit Warrant Routing Indicator on the voucher. There is no change to those codes, which are:

"Blank" = Warrants are to be mailed by our Accounting Division

"I" = Warrants are to be returned to your department

As a reminder, your staff vouchering payments may wish to refer to our Memorandum No. 1989-9, dated March 21, 1989, which specified the substantiation that must support the Form A-54 with regard to a vendor's name and address. No change has been made in the provisions of that memorandum.

We are hopeful that the new requirement covered in this memorandum will be a better resolution of vendor-address problems. Any staff questions on how to apply the new requirement may be directed to Ms. Shirley Kaiura in our Accounting Division (548-7429).

RUSSEL S. NAGATA
Comptroller