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GOVERNOR

ROBERT P. TAKUSHI
COMPTROLLER

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

JUN 28 1994

COMPTROLLER'S MEMORANDUM NO. 1994-21

TO: Heads of Departments

ATTN: Administrative and Fiscal Officers

FROM: Robert P. Takushi, Comptroller

SUBJECT: Revised Request for Transfer of Funds, SAFORM A-21

This is to inform departments that a revised Request for Transfer of Funds, SAFORM A-21 will be implemented on July 1, 1994. The new forms will be available from the State Procurement Office (formerly DAGS, Central Purchasing) starting June 27, 1994. The remaining quantities of the old form should be used only up until July 31, 1994. After that date, departments and agencies will be required to use the new form.

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

REQUEST FOR TRANSFER OF FUNDS, SAFORM A-21

1. Deleted the "FOR CENTRAL ACCTG USE ONLY" column with the subcolumns "SOURCE/OBJ (STAT FUND)" and "S/L ACCT. (GAAP FUND)" to allow for more space in the "OTHER INFORMATION" column.

2. Increased the width of the column for "TC" to be the same as for "APP".

3. Changed the date of the form to July 1, 1994 (REVISED).

Copy to BUS-F

Should there by any questions regarding this memorandum, please call Dona Kang of our Systems Accounting Branch at 586-0610.

ROBERT P. TAKUSHI
Comptroller

Attachment

STATE OF HAWAII

REQUEST FOR TRANSFER OF FUNDS

DEPT. NO. _____

B.F. NO. _____

COMPTROLLER'S NO. _____

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE

DATE: _____, 19____

ast is hereby made for the approval of the following transfer of funds:

DEPARTMENT _____

_____
Head of Department

(2) TC	F	YR	APP	D	(1) OTHER INFORMATION	AMOUNT FROM		AMOUNT TO	
XXX	X	XX	XXX	XX		XXXXXXXXXX	XX	XXXXXXXXXX	XX

STATUS OF APPROPRIATION											
EXPENDITURES TO END OF PREVIOUS MONTH		REQUIREMENTS TO END OF FISCAL YEAR		TOTAL REQUIREMENTS FISCAL YEAR		ALLOCATION BEFORE TRANSFER		TRANSFER FROM + TO		ALLOCATION AFTER TRANSFER	

RECOMMENDED FOR APPROVAL: APPROVED: DATE: _____, 19____

DATE _____ CHIEF, BUDGET PLANNING AND MANAGEMENT _____ DIRECTOR OF FINANCE _____

INSTRUCTIONS: Prepare in triplicate and submit all copies to Department of Budget and Finance.
State fully the necessary details for making this transfer on reverse side.

STATE ACCOUNTING FORM A-21
(3) JULY 1, 1994 (REVISED)