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DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION

SAM CALLEJO
Comptroller

SEP 7 9 56 AM '95

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

SEP 6 1995

COMPTROLLER'S MEMORANDUM NO. 1995-26

TO: Heads of Departments

ATTN: Administrative and Fiscal Officers

SUBJECT: Revised Assignment of Money by Party To Whom State Is Directly Indebted, SAFORM C-30

This is to inform departments that a revised Assignment of Money by Party To Whom State Is Directly Indebted, SAFORM C-30 will be effective upon availability. New forms should be available from Correctional Industries starting October 2, 1995. Remaining quantities of the old form will be accepted by Central Accounting only up until December 31, 1995. After that date, departments and agencies will be required to use the new form. Your department is advised to order the new form by the end of this year.

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

ASSIGNMENT OF MONEY BY PARTY TO WHOM STATE IS DIRECTLY INDEBTED, SAFORM C-30

1. Changed the word "warrant(s)" to "check(s)".

2. On the back of the form, in part 2.c., deleted two references to the word "amount".

3. Changed revision date to July 1, 1995 (REVISED) on both the front and back of the form.

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

SAM CALLEJO
State Comptroller

Attachment

SEP 1 1 1995

STATE OF HAWAII

ASSIGNMENT OF MONEY BY PARTY TO WHOM STATE IS DIRECTLY INDEBTED

(Pursuant to Section 40-58, Hawaii Revised Statutes)

TO THE COMPTROLLER, STATE OF HAWAII:

_____
(Name of Party to Whom STATE is Indebted)

_____
(Address) (City) (State) (Zip Code)

hereinafter referred to as "CONTRACTOR", requests the COMPTROLLER to pay by a check or checks

$_____, now due or to become due and owing to the CONTRACTOR
(Specify total amount of check or the words "All sums")

from the STATE OF HAWAII under _____
(Contract No. or Purchase Order No.) (Name of State Department or Agency)

(hereinafter referred to as the "CONTRACT") to the order of _____
(Name)

_____
(Address) (City) (State) (Zip Code)

_____ hereinafter referred to as "ASSIGNEE", subject to the conditions set forth herein.
(Assignee No.-Sfx.)

The CONTRACTOR warrants and represents that he/she/it has not heretofore sold, assigned, or otherwise disposed of the money due or to become due under the CONTRACT, and that there are no orders, garnishments, or attachments outstanding affecting the same in any way.

The STATE consents to draw the check(s) for the amount designated by the CONTRACTOR, and by such consent the STATE does not assume any obligation, duty or liability whatsoever under any agreement, written or otherwise, between or among the CONTRACTOR and the designated ASSIGNEE or any other person(s) or entity, notwithstanding any provision, term or condition in or constituting said agreement. The STATE's consent to drawing the check as designated by the CONTRACTOR is also subject to any withholding request by the DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS for violations under Chapter 104, Hawaii Revised Statutes; by the DEPARTMENT OF TAXATION for delinquent taxes; and by any other department of the STATE OF HAWAII for any claim outstanding against the CONTRACTOR or designated ASSIGNEE. Further, it is expressly understood that the applicable STATE contracting agency may withhold any sums due to the agency from the CONTRACTOR, whether by liquidated damages, offset or otherwise, and that the STATE's consent hereto is limited strictly to those sums which may be owing to the CONTRACTOR pursuant to the CONTRACT.

The CONTRACTOR hereby releases and forever discharges the STATE from any and all liability whatsoever on account of any and all moneys paid to the ASSIGNEE, pursuant to this ASSIGNMENT.

Evidence of authority to sign this ASSIGNMENT on behalf of the CONTRACTOR must be submitted with this ASSIGNMENT in a form satisfactory to the COMPTROLLER.

_____
(Signature)

_____
(Title)

_____
(Date)

Consent to the above ASSIGNMENT is hereby granted.

_____
(COMPTROLLER, STATE OF HAWAII)

_____
(Date)

SEE REVERSE SIDE FOR INSTRUCTIONS

STATE OF HAWAII

ASSIGNMENT OF MONEY BY PARTY TO WHOM STATE IS DIRECTLY INDEBTED
(Pursuant to Section 40-58, Hawaii Revised Statutes)

INSTRUCTIONS AND EXPLANATION FOR FILLING IN FORM
DO NOT FILL IN THIS SIDE OF FORM

1. **Legal Reference.** Section 40-58, Hawaii Revised Statutes (HRS). "In favor of assignees. No assignment of moneys by a person to whom the State is directly indebted shall be effective unless the assignment is first approved by the comptroller. The comptroller may prescribe the form for an assignment, and may approve the assignment within a reasonable time period if, in his discretion, the rights or obligations of the State under any contract or other undertaking or under any law, rule, or order by a competent authority will not be prejudiced thereby. Upon approval of the assignment, the comptroller shall draw a check payable to the assignee. Except as to contracts encumbered by the comptroller, each expending agency, upon modification of the comptroller's approval of an assignment, shall prepare a claim for payment in accordance with the terms of the assignment."

1

2. **Instructions to CONTRACTOR for filling in the blank spaces on this form.**
Enter information in each blank space in the following sequence:

a. _____
(Name of Party to Whom State is Indebted)

_____
(Address) (City) (State) (Zip Code)

Enter the name and address of party to whom the STATE is indebted.

_____
(This party is referred to as the CONTRACTOR.)

1

b. _____
(Specify total amount of check(s) or the words "All sums").

Enter either the specified total amount covered by this ASSIGNMENT form, which amount must be within the total amount that will be due and owing to the CONTRACTOR by the STATE OF HAWAII, or the words "All sums", if it is the CONTRACTOR's intent to assign all amounts that will be due and owing to the CONTRACTOR under the CONTRACT.

2

c. _____
(Contract No., Purchase Order No., or other identification of obligation)

2

Enter the contract number, purchase order, and any other appropriate identification of the obligation under which the indebtedness will be due and owing to the CONTRACTOR. (Note: For other than contract number, attach a copy of the supporting document(s) of the obligation.)

d. _____
(Name)

_____
(Address) (City) (State) (Zip Code) (Assignee No.- Sfx.)

Enter the name and address of the person or entity designated by the CONTRACTOR as the ASSIGNEE, to whom payment is to be made. (Assignee No.-Sfx. to be completed by department.)

e. _____
(Signature) (Title) (Date)

Signature and title of the person authorized to sign the request form on behalf of the CONTRACTOR , and the date signed.

3. **Consent.**
Consent to the ASSIGNMENT by the COMPTROLLER , STATE OF HAWAII is indicated only by his signature, dated in the space provided.

4. **Payments.**
Consent to pay monthly or increment amounts will not be authorized; payments are based on specific amounts vouchered and submitted for payment by the expending agency.

5. **Cancellation to Reduction of Assignment.**
Consent or reduction of this assignment must be requested, in writing, supported by a written statement from the ASSIGNEE consenting to the cancellation or reduction.

6. **Signatures and Notarizations.**
   a. **Corporation:** If the CONTRACTOR is a corporation, the officers or other persons authorized to sign on behalf of the corporation, as evidenced by a corporate resolution, should sign and have their signatures acknowledged before a notary, using a corporate acknowledgment form.
   b. **Partnership:** If the CONTRACTOR is a partnership, the partners should sign and have their signatures acknowledged before a notary, using a partnership acknowledgment form.
   c. **Sole Proprietor:** If the CONTRACTOR is an individual, i.e., doing business as a sole proprietorship, the owner's signature should be acknowledged before a notary , using an individual acknowledgment form.

7. **Number of Copies.**
Four (4) copies of the form are prepared and submitted to the Department of Accounting and General Services (DAGS) Accounting Division, through the department or agency vouchering the payment.

8. **Distribution.**
Distribution of the form is made by DAGS Accounting Division as follows:
   COPY #1 – COMPTROLLER, STATE OF HAWAII (DAGS Pre-Audit Branch)
   COPY #2 – ASSIGNEE
   COPY #3 – CONTRACTOR
   COPY #4 – DEPARTMENT