BENJAMIN J. CAYETANO
GOVERNOR

SAM CALLEJO
Comptroller

MARY PATRICIA WATERHOUSE
Deputy Comptroller

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

FEB 15 1996

COMPTROLLER'S MEMORANDUM NO. 1996-4

TO: Heads of Departments and Agencies

ATTN: Administrative/Fiscal Officers

FROM: Sam Callejo, Comptroller

SUBJECT: Prompt Payments to Vendors

This memorandum is to remind all departments and agencies of the statutory requirement contained in Section 103-10, HRS, of paying vendors for goods delivered or services performed no later than thirty calendar days following receipt of a proper invoice or satisfactory delivery of goods or performance of services.

In your efforts to comply with the statutory requirement, please review the performance standards explained in Section 563, Prompt Payment of Vendor's Claims in Volume II of the State of Hawaii Accounting Manual which state that departments and agencies are required to send the summary warrant voucher to the Department of Accounting and General Services for payment within ten (10) working days following the satisfactory delivery of goods or performance of services, and the receipt of a proper invoice.

Your cooperation in disseminating this information to employees responsible for processing payments within your department will be appreciated.

SAM CALLEJO
State Comptroller