DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION
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**STATE OF HAWAII**
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**
P. O. BOX 119
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June 25, 1997

COMPTROLLER'S MEMORANDUM NO. 1997-20

TO: Heads of Departments

ATTN.: Administrative Services Officers

SUBJECT: Credit Card Expenditures

This memorandum rescinds Circular 1970-7 dated June 1, 1971, "Credit Card Expenditures." Effective July 1, 1997, the use of credit cards for the purchase of gasoline for State-owned vehicles for those islands that are covered by State Procurement Office (SPO) Price List No. 97-56 for Gas Card and Fueling Services must comply with Comptroller's Memorandum No. 1997-21 dated June 26, 1997. All other islands not covered by the price list must comply with the requirements of this memorandum.

Because expenses incurred through credit cards are not subject to departmental review for propriety nor subject to funds control, purchases made with the credit cards should be limited in the amount allowed to be charged on a single transaction and should be only for expenses that would occur in the normal course of the department's business. Prior approval must be obtained from the Comptroller before acquiring any credit card in the name of the State of Hawaii. Sufficient justification shall be provided when seeking approval to obtain credit cards.

Departments and agencies are required to keep on file with the Comptroller a current list of authorized credit cards in use. The listing shall include the following information:

1. The name(s) of employee(s) authorized to use the credit card;
2. The credit card company name;
3. The credit card account number; and
4. The type(s) of purchases for which the credit card is authorized.

If you have any questions, please contact Sheila Walters at 586-0650.

SAM CALLEJO
State Comptroller