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GOVERNOR

RAYMOND H. SATO
COMPTROLLER

MARY PATRICIA WATERHOUSE
DEPUTY COMPTROLLER

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

July 16, 1998

COMPTROLLER'S MEMORANDUM NO. 1998-21

TO: Heads of Departments

ATTN: Purchasing Offices

SUBJECT: Executive Memorandum 98-04 (EM 98-04) – Purchase of Passenger Motor Vehicles

Departments are reminded to follow EM 98-04, Fiscal Year 1999 Budget Execution Policies and Instructions, Attachment A, paragraph 23.d, regarding the approval to purchase passenger motor vehicles.

All agencies are requested to submit the enclosed AMD MP-007 form to the Comptroller and to utilize the standard specifications developed by the Automotive Management Division for procurement of selected types of passenger motor vehicles. The responsibility for developing specifications and purchasing of other specialty type passenger vehicles not listed on AMD MP-007 shall remain with the purchasing agency. As stated in the memorandum, the availability of motor pool vehicles will be considered in evaluating the purchase request.

Should there be any questions, please contact Mr. Harold Sonomura of my Automotive Management Division at 586-0343.

RAYMOND H. SATO
State Comptroller

Enclosure

# COMPTROLLER'S APPROVAL FORM
## PROCUREMENT OF PASSENGER VEHICLES

DATE _____

TO: State Comptroller
Department of Accounting and General Services

ATTN: Automotive Management Division

FROM: _____
Department / Agency

A. **REQUEST APPROVAL TO PURCHASE:**

[ ] New Vehicle [ ] Used Vehicle

B, **NEW PASSENGER VEHICLE SPECIFICATIONS:**

| ITEM | DESCRIPTION | QTY | ISLAND |
|---|---|---|---|
| 1 | Sub-Compact 4-dr. Sedan (4-passenger) | _____ | _____ |
| 2 | Compact 4-dr. Sedan (5-passenger) | _____ | _____ |
| 3 | Intermediate 4-dr. Sedan (6-passenger) | _____ | _____ |
| 4 | Compact Mini-Van (7-passenger) | _____ | _____ |
| 5 | Compact Sport Utility (5-passenger) 4-dr., 4-wheel drive | _____ | _____ |

**NOTE: Submit separate form for each vehicle type. Vehicles which are not listed do not require Comptroller review and approval.**

C. **USED PASSENGER VEHICLE:**

QTY: _____ TYPE: _____

D. **PROPOSED APPLICATION AND USE OF VEHICLE(S):**

_____

_____

_____

E. **JUSTIFICATION FOR PURCHASE:**

Describe reasons why it is not feasible or cost effective to rent a Central Motor Pool vehicle.

_____

_____

_____

F. **OPERATION AND MAINTENANCE OF VEHICLE:**

Location (parking) for vehicle _____

Fueling Location _____

Repair/Maintenance Provider _____

_____

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[ ] APPROVED [ ] DISAPPROVED

_____ _____
STATE COMPTROLLER DATE

COMMENTS: _____

_____

_____

_____

_____

AMD-MP-007