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

FEB 7 2002

COMPTROLLER'S MEMORANDUM NO. 2002-09

TO: Heads of Departments and Agencies

ATTN: Administrative and Fiscal Officers

SUBJECT: Laser-Printed Comptroller's Checks

As a follow-up to Comptroller's Memorandum No. 2001-17, dated June 18, 2001 on the above subject, the decision has been made to proceed with the conversion to laser-printed checks.

Effective July 1, 2002, the checks will be printed on 8-1/2" x 11" sheets of paper, with the actual check size of 8-1/2" x 3-2/3".

As such, departments are advised to reassess their envelope requirements. If your department needs to order new envelopes, orders should be placed with the State Procurement Office in early March of this year. A circular that will solicit requirements from the departments will be forthcoming at that time.

If there are any questions regarding laser-printed checks, please call Kurt Muraoka of our Systems Accounting Branch at 586-0610. If there are any questions regarding envelope requirements, please call Cara Sakata of the State Procurement Office at 586-0563.

GLENN M. OKIMOTO
State Comptroller

FEB 11 2002