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FEB 20 9 20 AM '02

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

February 15, 2002

COMPTROLLER'S MEMORANDUM 2002-11

TO: All Department Heads

SUBJECT: Purchase of Vehicle Identification Decals

The purpose of this memorandum is to replace Comptroller's Memorandum No. 1998-27 due to change in price to purchase identification decals.

Chapter 105-6, H.R.S., Inscription on State Motor Vehicles, requires that every motor vehicle owned or controlled (leased) by the state shall bear on both sides, a facsimile of the state seal, the words "FOR OFFICIAL USE ONLY", and the name of the department, commission, office or agency controlling or possessing such vehicle.

The statutory vehicle identification decals are available for purchase from the Department of Accounting and General Services (DAGS) Automotive Management Division (AMD). Only the 12" and 8" State Seal Facsimile and "FOR OFFICIAL USE ONLY" decals are stocked by DAGS. Agencies are responsible for providing their own departmental identification decals. Agencies may also purchase the state seals and official lettering decals when available from other sources.

All agencies needing decals are requested to submit the enclosed AMD-005 (Rev. 2/02) form to purchase decals. A bill for collection will be sent to you for payment.

If there are any questions, please contact Mr. Harold Sonomura of the Automotive Management Division at 586-0343.

GLENN M. OKIMOTO
State Comptroller

Attachment

REQUEST FOR VEHICLE IDENTIFICATION DECALS

TO: DAGS Automotive Management Division
869A Punchbowl Street

FROM: _____
Name of Requestor

_____
Address

_____
Phone / Fax

We require the following quantities of decals:

State Seal Facsimile:

_____ each 12" diameter at $10.00 each = $_____

_____ each 8" diameter at $ 8.00 each = $_____

"FOR OFFICIAL USE ONLY"

_____ each 3" x 25" at $ 10.00 each = $_____

TOTAL AMOUNT OWED = $_____

DEPARTMENTAL OR AGENCY IDENTIFICATION DECALS ARE NOT AVAILABLE FROM DAGS

ORDERING AND BILLING INFORMATION:

CONTACT: Mr. Hugh Sonoda Ph: 586-0350 Fax: 586-0354

AMD-005 (Rev 2/02)