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

DEC 22 2003

COMPTROLLER'S MEMORANDUM NO. 2003-37

TO: Heads of Departments

SUBJECT: Receipt of Personal Mail via the Messenger Service

The DAGS Messenger Program has noted that the practice of addressing personal mail to State Office buildings continues to be a problem. This includes personal correspondence, bills and mail-order packages.

To be consistent with the State Ethics Code and to reduce the burden that this places on our limited resources, please remind your employees that State addresses should not be used for the delivery of personal mail. Beginning January 26, 2004, any items that are obviously personal in nature will no longer be delivered by the DAGS messengers.

Thank you for your understanding and assistance.

RUSS K. SAITO
State Comptroller

DEC 24 2003