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GOVERNOR

RUSS K. SAITO
Comptroller

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

APR 28 2004

COMPTROLLER'S MEMORANDUM NO. 2004-11

TO: Heads of Departments

ATTN: Payroll Offices

SUBJECT: Salary Overpayment Reporting

As a follow-up to memorandums sent to your department in January of this year, we are requesting your departmental objectives for reducing salary overpayment balances reflected in the December 31, 2003 schedule.

Please pay special attention to overpayments of former employees and, following the procedures detailed in Comptroller's Memorandum No. 2003-13, submit applicable accounts to the Attorney General for write-off approval.

To track the recovery of existing salary overpayment amounts and progress being made in referrals for write-off approval to the State Attorney General, we are requesting that you submit a report to the Comptroller's office every month by the fifteenth of the following month.

If you have any questions, please call Wayne Horie of our Accounting Division at 586-0600.

RUSS K. SAITO
State Comptroller