LINDA LINGLE
Governor

Russ K. Saito
Comptroller

Katherine H. Thomason
Deputy Comptroller

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

MAY 18 2004

**COMPTROLLER'S MEMORANDUM NO. 2004-18**

TO: Heads of Departments

SUBJECT: Encumbrance Submission Deadline

This memorandum is to inform all departments that June 30, 2004 is the deadline for submitting documents for encumbrance. Contract input forms and purchase orders must be properly completed and in the possession of the Department of Accounting and General Services, Accounting Division, by 4:30 on June 30 to be charged against FY 2004. Any documents received after this date will be returned unprocessed. Departments that enter purchase order encumbrances on-line or via interface must also adhere to this deadline.

We will retain the submission deadline of July 15 for the following:

1. Encumbrances related to payroll.

2. Encumbrances related to the purchase of goods or services that utilized the competitive sealed bidding method of source selection. The bid opening date must be before July 1, 2004.

Both of the above items are to be submitted as blanket encumbrances using the Encumbrance Advice Form (SAFORM C-06). Departments should refer to Comptroller's Memorandum No. 1991-16 that describes the documents to use when processing encumbrances in the statewide accounting system.

If there are any questions, please call Mr. Glenn Miyashiro of our Accounting Division at 586-0599.

RUSS K. SAITO
State Comptroller