



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

February 12, 2007

COMPTROLLER'S MEMORANDUM 2007-03

TO: Heads of Departments and Agencies

FROM: Russ K. Saito, State Comptroller

SUBJECT: Procurement of Passenger Vehicles

This is a reminder that departments are to follow Executive Memorandum No. 05-01, attachment A paragraph 21.g, regarding approval to purchase passenger motor vehicles.

To procure common types of passenger motor vehicles, please submit form **AMD MP-007 (sample attached)** to the Comptroller and use the standard specifications developed by the Automotive Management Division. We will consider the availability of motor pool vehicles when evaluating your requests. Agencies may develop and use their own specifications to purchase specialty type passenger vehicles not listed on AMD MP-007.

Agencies must keep in mind the requirements of **Act 096 "Relating to Energy"** (SLH 2006), which was signed into law on May 12, 2006 (copy attached), when procuring state vehicles.

**The enclosed guidelines** are provided to assist you in determining your compliance with state and federal regulations. (Guidelines available on DBEDT website at <http://www.hawaii.gov/dbedt/info/energy/efficiency/state/>)

If you have any questions on these instructions, please call me at 586-0400, or Mr. Brian Saito of the Automotive Management Division at 586-0343.

Attachment (3)

Form AMD MP-007

Departmental Guidelines for Acquisition of New Vehicles

Act 096