



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
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April 24, 2007

**COMPTROLLER'S MEMORANDUM 2007 -10**

TO: Heads of Departments and Agencies  
FROM: Russ K. Saito, State Comptroller   
SUBJECT: Deductible for Preventable Property Losses

This memorandum rescinds Comptroller's Memorandum 1999-36, \$1,000 Deductible for Theft of Equipment, which implemented a \$1,000 deductible on theft or loss of equipment.

The State Risk Management and Insurance Administration program (Risk Management) will be implementing a \$5,000 deductible on theft or loss of equipment that is preventable to be effective July 1, 2007. Preventable losses are those that the agency can control and prevent. The objective this deductible is to make agencies aware and accountable for these losses to encourage them to take measures to prevent these types of losses. Examples of preventable losses include those caused by:

- unlocked doors
- leaving keys in a car
- misplacing equipment resulting in its loss
- fires caused by overloading of electrical outlets and power surge protectors
- leaving equipment on (i.e.: fans) at the end of the day

Each theft or loss of equipment incident will be investigated to determine if the loss was preventable. If Risk Management determines the loss could have been prevented the \$5,000 deductible will be applied.

Questions on this memorandum should be directed to Ms. Julie Ugalde of the Risk Management Office at 586-0550.