

NEIL ABERCROMBIE
GOVERNOR



BRUCE A. COPPA
COMPTROLLER

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DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

JUL 15 2011

COMPTROLLER'S MEMORANDUM NO. 2011-17

TO: Heads of Departments

ATTN: Fiscal Offices

SUBJECT: Summary Warrant Voucher Documentation Requirement for Compliance with Act 190, SLH 2011

Section 103D-310(c) of the Hawaii Revised Statutes, was amended by Act 190, SLH 2011, by adding language that requires procurement personnel to utilize the Hawaii Compliance Express (HCE) to obtain proof of compliance prior to award, "...and for contracts and procurements of \$2,500 or more awarded pursuant to section 103D-305."

To insure compliance with this requirement, all payments for procurements made on or after July 1, 2011 to vendors, contractors and service providers meeting the \$2,500 limit shall include a copy of the "Certificate of Vendor Compliance".

Summary warrant voucher documentation requirements for P-Card purchases remain unchanged. The "Certificate of Vendor Compliance" should be filed with the related P-Card support documents maintained by the department.

If you or your staff has any questions, please call Wayne Horie, Accounting Division Chief, at 586-0600.


BRUCE A. COPPA
State Comptroller