COMPTROLLER'S MEMORANDUM 2012-05

TO:       All Department Heads

SUBJECT:  Purchase of Vehicle Identification Decals

The purpose of this memorandum is to replace Comptroller’s Memorandum No.2002-11 due to change in price to purchase identification decals.

Chapter 105-6, H.R.S., Inscription on State Motor Vehicles, requires that every motor vehicle owned or controlled (leased) by the state shall bear on both sides, a facsimile of the state seal, the words “FOR OFFICIAL USE ONLY”, and the name of the department, commission, office or agency controlling or possessing such vehicle.

The statutory vehicle identification decals are available for purchase from the Department of Accounting and General Services (DAGS) Automotive Management Division (AMD). Only the 12” and 8” State Seal Facsimile and “FOR OFFICIAL USE ONLY” decals are stocked by DAGS. The attached order form may be found at http://hawaii.gov/dags/automotive under the Motor Pool Branch. Agencies may also purchase the state seals and official lettering decals when available from other sources. All agencies needing decals are requested to submit the enclosed AMD-005 (Rev. 02/12).

If there are any questions, Please contact Mr. Brian Saito of the Automotive Management Division at 586-0343.

DEAN H. SEKI
Acting State Comptroller

Attachment
REQUEST FOR VEHICLE IDENTIFICATION DECALS

TO: DAGS Automotive Management Division
    869-A Punchbowl Street

FROM: ____________________________________________

                        Name of Requestor
_________________________________________________
                        Address
_________________________________________________
                        Phone / Fax

WE REQUIRE THE FOLLOWING QUANTITIES OF DECALS:

"State Seal Facsimile"

_______ each 12" diameter at $15.00 each $ 0.00

_______ each 8" diameter at $13.00 each $ 0.00

"FOR OFFICIAL USE ONLY"

_______ each 3" X 25" at $15.00 each $ 0.00

TOTAL AMOUNT OWED $ 0.00

DEPARTMENTAL OR AGENCY IDENTIFICATION DECALS
ARE NOT AVAILABLE FROM DAGS

ORDERING AND BILLING INFORMATION

CONTACT: Mr. Hugh Sonoda
PH: 586-0350
FAX: 586-0354