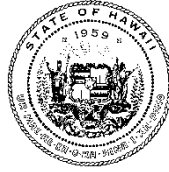


DAVID Y. IGE
GOVERNOR



DOUGLAS MURDOCK
Comptroller
AUDREY HIDANO
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

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

June 5, 2015

COMPTROLLER'S MEMORANDUM NO. 2015-12

TO: Heads of Departments and Agencies
ATTN: Risk Management Coordinators
FROM: Douglas Murdock, Comptroller
SUBJECT: PROPERTY CLAIM FORMS

A handwritten signature in black ink, appearing to read "Douglas Murdock".

With the start of hurricane season, the Department of Accounting and General Services, Risk Management Office ("RMO"), reminds departments and agencies that the RMO has a form and instructions for property losses that are eligible for coverage by the State's property insurance program. The "Report of Loss or Damage to State Property", form RMP-001 and its instructions are available on the RMO website at:

<http://ags.hawaii.gov/aso/rmo/forms-and-instructions>

This form is required to be submitted to the RMO by departments for reimbursement for damages to State owned property (buildings, office equipment, computer equipment etc., excluding State vehicles) as a result of fire, theft, flooding or adverse weather conditions. Losses are to be reported to the RMO within 5 (five) working days after an incident occurs.

For a significant natural disaster such as a hurricane, the Hawaii Emergency Management Agency (formally known as State Civil Defense) will coordinate FEMA assistance for the State.

If you have any questions, please call Tracy Kitaoka, Risk Management Officer at 586-0550.