



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

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

MAR 18 2003

COMPTROLLER'S MEMORANDUM NO. 2003-09

TO: Heads of Departments

ATTN: Administrative and Fiscal Officers

SUBJECT: Revised Request for Transfer of Funds, SAFORM A-21

This is to inform departments that a revised Request for Transfer of Funds, SAFORM A-21 will be implemented on July 1, 2003. The new form will be available from Correctional Industries beginning June 7, 2003. Remaining quantities of the old form may be depleted.

Attached for your information is a sample copy of the revised form with the significant changes described below.

REQUEST FOR TRANSFER OF FUNDS, SAFORM A-21

The following changes were made:

1. Widened the first column "TC" on the top part of the form.
2. Changed the revision date to July 1, 2003.

If you have any questions regarding this memorandum, please call Dona Kang of our Systems Accounting Branch at 586-0610.

A handwritten signature in cursive script that reads "Russ K. Saito".

RUSS K. SAITO
State Comptroller

Attachment

REQUEST FOR TRANSFER OF FUNDS

DEPT. NO. _____

B.F. NO. _____

COMPTROLLER'S NO. _____

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE

Request is hereby made for the approval of the following transfer of funds:

DATE: _____

DEPARTMENT _____

Head of Department

① TC xxx	F X	YR XX	APP xxx	D XX	OTHER INFORMATION	AMOUNT			
						FROM		TO	
						xxxxxxxxxxxx	XX	xxxxxxxxxxxx	XX

STATUS OF APPROPRIATION											
EXPENDITURES TO END OF PREVIOUS MONTH		REQUIREMENTS TO END OF FISCAL YEAR		TOTAL REQUIREMENTS FISCAL YEAR		ALLOCATION BEFORE TRANSFER		TRANSFER - FROM + TO		ALLOCATION AFTER TRANSFER	

RECOMMENDED FOR APPROVAL: _____ APPROVED: _____ DATE: _____

DATE CHIEF, BUDGET PLANNING AND MANAGEMENT DIRECTOR OF FINANCE

INSTRUCTIONS: Prepare in triplicate and submit all copies to Department of Budget and Finance. State fully the necessary details for making this transfer on reverse side.