

LINDA LINGLE
GOVERNOR



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MAY 11 2005

COMPTROLLER'S MEMORANDUM NO. 2005-11

TO: Heads of Departments and Agencies
ATTN: Fiscal Offices
SUBJECT: Statewide Vendor Table Maintenance

We are consolidating and eliminating the following Comptroller's memorandums:

Comptroller's Memorandum No. 1989-9
Comptroller's Memorandum No. 1990-35
Comptroller's Memorandum No. 2003-32

To establish a new vendor code, State Accounting Form A-54, Vendor Table Maintenance, and documentation from the vendor that shows the vendor's remittance address must be submitted. This requirement also applies when a change in a vendor's address is requested. Acceptable vendor documents include letterhead, invoice, or order form photocopy or faxed copy showing the vendor's remittance address.

To establish an employee in the vendor code system, the requesting department should write "EMPLOYEE" in bold red letters in the upper left section of the form. If the employee's address is in care of the employing department, no support should be submitted.

For vendors who are individuals, the department should check the "Individual (Non-Employee)" box and attach the required support documentation (i.e., letterhead, invoice, etc.) that reflects the individual's remittance address.

Effective with this memorandum, departments and agencies are required to provide the social security number for employees, individuals (non-employees), and sole proprietors with no employee or the federal employer identification number for sole proprietors with employees, partnerships, corporations, companies, or associations in the "S.S.-E.I.N." section located in the lower right corner of Form A-54, Vendor Table Maintenance.

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Forms must be completely and correctly filled to avoid any delays in paying the State's vendors. Requests to establish additional vendor codes for previously established vendors should not be submitted for remittance address changes, instead, a form coded as a "C" (change) in the existing vendor code should be submitted.

If there are any questions on vendor codes and their establishment, please call Ms. Shirley Kaiura of our Pre-Audit Branch at 586-0663.



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State Comptroller