



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

NOV 30 2005

**COMPTROLLER'S MEMORANDUM NO. 2005-30**

TO: Department Heads

SUBJECT: Conversion to Laser Printed Summary Warrant Voucher (SWV)

This memorandum is to inform all departments that effective January 5, 2006, the Summary Warrant Voucher, Report MBP462 and Summary Warrant Voucher – Detail Listing, Report MBP461 will be laser printed on “single sheets” of buff colored paper.

Your department will continue to receive two (2) sets of Report MBP461 and Report MBP462 for your department's review and processing. However, because the second set will no longer be carbonized, the “original” submitted to the DAGS Pre-Audit Branch should be signed with “blue” ink.

With this conversion, departments will also be able to laser print their SWV's at their remote sites. If you would like to receive more information on laser printing your department's SWV's or have any other questions regarding this matter, please call Mr. Kurt Muraoka of the Systems Accounting Branch at 586-0610.

  
RUSS K. SAITO  
State Comptroller