

LINDA LINGLE
GOVERNOR



RUSS K. SAITO
COMPTROLLER
SANDRA LYAHRO
DEPUTY COMPTROLLER

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

January 26, 2010

COMPTROLLER'S MEMORANDUM NO. 2010-07

TO: Heads of Departments
ATTN: Fiscal Offices
SUBJECT: ARRA Records Retention

This memorandum supplements Comptroller's Memorandum No. 2009-21, Accounting and Reporting of ARRA Funds. Please ensure that if your departments receive ARRA funds, you keep, as required, electronic copies of your quarterly 1512 report, 1512 employment calculations, 1512 expenditure calculations, and ARRA-related pCard purchases for audit purposes.

When requesting a new appropriation symbol for individual grant awards, please include the specific federal grant award number.


RUSS K. SAITO
State Comptroller

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