

INTERNAL COMMUNICATION FORM DEPARTMENT OF HUMAN SERVICES		Suspense	
Subject: FMO CIRCULAR NO. PM 07-01: DOCUMENTATION REQUIREMENTS FOR PURCHASE OF GOODS OR SERVICES		Originator: Eloise Uehara 586-5020	
To: SOs, DAs, BAs, SAs, USs		From: FMO	
		Date: 9/27/07	
Memo No. 1			

Attached is Comptroller's Memorandum 2007-20 which explains documents required when payments are made by state checks, by state pCard, and by employees requiring reimbursement.

Under Section 40-56, Hawaii Revised Statutes (HRS), original bills (invoices or receipts) must be submitted and certified that all materials, supplies, and services have been received in good order and condition before payments are made. When certifying the satisfactory receipt of goods and services, the certification on the fiscal stamp must be legible.

Payments Made by State Checks

If the original invoice is lost or destroyed, a carbon copy or a photocopy of the original invoice with the vendor's certification that the invoice is a true and correct copy of the original invoice will be accepted.

If the receipt is lost or destroyed and the amount is less than \$25.00, the individual must certify that the receipt was lost or destroyed and that no other request for payment will be made.

If there is no original receipt and the amount exceeds \$25.00, a memorandum from the Department to the Comptroller must be submitted requesting approval. The request should specify why no receipt can be submitted. The individual must substantiate the amount being requested by confirming with the original vendor of what the reimbursement amount would be for similar goods or services.

Reimbursements for parking meters and bus fares for which receipts are not provided and which are generally less than \$5.00, a certification from the individual claiming the reimbursement is sufficient.

Payments Made by State Procurement Cards (pCard)

The following documents will be accepted for purchases made by pCard provided they contain the vendor's name and address, date of purchase, description and cost of goods.

1. Customer sales slip or charge slip (original not required)
2. Electronic purchase confirmation (for internet purchases)
3. Itemized packing slip (if an itemized invoice is not provided)
4. E-mail confirmation of purchase

A certification that the goods were received in good order and condition (fiscal stamp) must be noted on the documents.

Subject: FMO CIRCULAR NO. PM 07-01: DOCUMENTATION
REQUIREMENTS FOR PURCHASE OF GOODS OR SERVICES

Originator: Eloise Uehara
586-5020

To: SOs, DAs, BAs, SAs, USs

From: FMO

Date: 9/27/07

Memo No.1

When charges are made prior to the receipt of goods, departmental staff must confirm that goods were actually received in good order and condition. If delivery is not made in a timely manner, staff should contact the vendor to determine if the order should be cancelled and credited. If goods are not received in good order and condition, vendors should be contacted to determine if the goods will be replaced or credited back to the pCard account.

Charges for services should be made upon satisfactory completion of the services.

Payments Made by Employees Requiring Reimbursements from the State

Employees requesting reimbursements should provide one of the documents as listed above under the heading "Payments Made by State Procurement Cards (pCard)." In addition, if the employee is using their personal charge card, a copy of the charge card statement reflecting the charge must be submitted when requesting reimbursement. Personal charge card account number and personal charges not being requested for reimbursement should be redacted.

With prior approval excess lodging may be reimbursed. Requests for excess lodging must be supported by the original hotel bill reflecting the dates of occupancy and all charges. Hotel reservations made through an online booking source (not directly with the hotel) must be supported by an electronic purchase confirmation reflecting the vendor's name, date of purchase, dates of occupancy and all charges. Also, as a reminder when obtaining price quotes, select the most economical hotel that best fits the business requirements (within the vicinity to the meeting, etc.), unless using a conference hotel.

Please distribute this FMO Circular No. PM 07-01 to your respective offices and maintain it in the FMO Circular file. If there are any questions, please call the Pre-Audit clerk assigned to your office.


FMO

Attachment

c: DIR
CSW



07 0907

RUSS K. SAITO
Comptroller

BARBARA A. ANNIS
Deputy Comptroller

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

SEP 18 2007

COMPTROLLER'S MEMORANDUM NO. 2007-20

TO: Heads of Departments
ATTN: Fiscal Offices
SUBJECT: Documentation Requirements for Purchases of Goods or Services

This memorandum supersedes the following memorandums:

Comptroller's Memorandum No. 2003-28 dated November 14, 2003,
Requirement for Original Bills (Invoices or Receipts);

Comptroller's Memorandum No. 2004-21 dated August 17, 2004,
Electronic Billing and Payment; and

Comptroller's Memorandum No. 2005-10 dated May 6, 2005, pCard
Charges Made Prior to Receipt of Goods.

Payments Made by State Checks

As required by Section 40-56, Hawaii Revised Statutes (HRS), original bills (invoices or receipts) must be submitted and certified that all materials, supplies, and services have been received in good order and condition before payments are made via disbursement of State funds.

If the original invoice is lost or destroyed, a carbon copy or a photocopy of the original invoice will be accepted with a statement from an authorized vendor representative certifying that the invoice is a true and correct copy of the original invoice.

If a receipt for reimbursement is lost or destroyed and the amount of the reimbursement is less than \$25.00, the individual must certify that the receipt was lost or destroyed and that no other request for payment will be made

Reimbursements for payment to parking meters, and newspaper dispensers, or for bus fares for which receipts are not provided and which are generally less than \$5.00 will not require receipts. A certification by the individual claiming the reimbursement for the amount paid is sufficient.

If there is no original receipt and the amount exceeds \$25.00, the individual seeking reimbursement shall obtain the approval of the comptroller regarding the acceptability of the documents submitted in lieu of the receipt. The request should specify why no receipt can be submitted. The individual must substantiate the amount being requested by confirmation from the original vendor of what the reimbursement amount would be for similar goods or services.

Payments Made by State Procurement Cards (pCard)

Section 40-57.6, HRS, allows the Comptroller to determine "...the acceptability of any document submitted in lieu of an original bill." The following documents will be accepted for purchases made by pCard:

1. Customer sales slip or charge slip reflecting the vendor's name and address, date of purchase, description and cost of goods purchased. (Original not required.)
2. Electronic purchase confirmation (for internet purchases) reflecting the vendor's name and address, date of purchase, and description and cost of goods purchased.
3. Itemized packing slip (if an itemized invoice is not provided) reflecting the vendor's name and address, date of purchase, and description and cost of goods purchased.
4. E-mail confirmation of purchase must include the vendor's name and address, date of purchase, and description and cost of goods purchased.

A certification that the goods were received in good order and condition must be noted on the documents.

When charges are made prior to receipt of goods for pCard purchases, departmental staff shall confirm that goods ordered and paid by pCard are actually received and are in good order and condition. If delivery is not made in a timely manner, vendors should be contacted to determine if the order should be cancelled and credit received. If goods are not received in good order and condition, vendors should be contacted to determine if the goods will be replaced or appropriate credit made on the pCard account that was originally charged.

Charges for services should be made upon satisfactory completion of the services. Examples of such services include services performed by doctors, dentists, and court reporters, as well as custodial services.

Payments Made by Employees Requiring Reimbursements from the State

Employees requesting reimbursements from the State should provide one of the documents listed above under the heading "Payments Made by State Procurement Cards (pCard).

Reimbursements for purchase made on an employee's charge card, will require that the employee provide a copy of the charge card statement reflecting the charge for which reimbursement is requested. Personal charge card account number and personal charges not being requested for reimbursement should be redacted.

Employees are reminded that travel related charges must agree with the amounts reflected on the "Statement of Completed Travel". If the amounts do not match, the employee must provide an explanation and documents (i.e. travel approval form and worksheet) that authorize and support the claim. The documents submitted to support the request for travel related reimbursements must reflect the vendor's name and address, date and description of the expense. Requests for excess lodging must be supported by the original hotel bill reflecting the dates of occupancy and all charges. Hotel reservations made through an online booking source (not directly with a hotel) must be supported by an electronic purchase confirmation reflecting the vendor's name, date of purchase, dates of occupancy and all charges.

If you have any questions, please call Wayne Horie, Accounting Division Chief, at 586-0600 or Sheila Walters, Pre-Audit Branch Chief, at 586-0650.



RUSS K. SAITO
State Comptroller