

SECTION 375: UNREQUIRED APPROPRIATIONS TO BE LAPSED, SAFORM A-08

1. Purpose. This form is used to lapse appropriations as prescribed by law.
2. Prepared By. The departments or DAGS Accounting Division.
3. Frequency. As required.
4. Distribution. This form is prepared in triplicate (quadruplicate if capital improvement project funds are affected), and all copies are forwarded to the Governor's Office for approval. Upon approval, all copies are forwarded to the Comptroller for distribution as follows:
  - (a) Copy #1 - Retained by DAGS Accounting Division.
  - (b) Copy #2 - To Department of Budget and Finance.
  - (c) Copy #3 - To Department of Planning and Economic Development (for capital improvement project funds only).
  - (d) Copy #4 - To the department.
5. Central Accounting. DAGS Accounting Division uses copy #1 of this form to enter the appropriation transactions to the State's appropriation/allotment accounting records.

STATE OF HAWAII  
Accounting Manual

Volume II: Budgetary Control Accounting  
Part 300 - 500: Expenditures

Page 375.02

SECTION 375: UNREQUIRED APPROPRIATIONS TO BE LAPSED, SAFORM A-08

ITEM NO.	DATA AND DATA INSTRUCTIONS
(A)	NOTE: Instructions for some data fields have been purposely omitted because they are considered self-explanatory. These fields are keyed with the letter (A).
(1)	DEPT NO. - Enter the department-assigned number of the form, if any.
(2)	COMPTROLLER'S NO. - The six character Comptroller number is assigned by DAGS Accounting Division.
(3)	----- - Enter the name of the department or other expending agency. (DEPARTMENT OR AGENCY)
(4)	____ - Enter the name of the fund in which the appropriation is to be lapsed. (FUND)
(5)	DATE: _____ 19__ - Enter the date the form is prepared.
(6)	_____ FUND - Enter the name of the fund to which the unrequired balance of the appropriation will be transferred. (Same as Item (4).)
(7)	----- - Enter the name of the department or other expending agency. (DEPARTMENT OR AGENCY)
(8)	____ - Enter the name of the fund in which the appropriation is to be lapsed. (FUND)
(9)	UNIFORM ACCOUNTING CODE - Enter the uniform accounting code of the appropriation to be lapsed.
(10)	ALLOT. CAT. - Enter the allotment category within the appropriation to be lapsed.
(11)	APPROPRIATION TITLE - Enter the organization or program title of the appropriation.
(12)	AMOUNT TO BE LAPSED - Enter the amount to be lapsed.
(13)	GRAND TOTAL - Enter the sum of the amounts in the AMOUNT TO BE LAPSED column.

February 1, 1978

STATE OF HAWAII  
Accounting Manual

Volume II: Budgetary Control Accounting  
Part 300 - 500: Expenditures

Page 375.03

SECTION 375: KEYED TO INSTRUCTIONS FOR SAFORM A-08

(front)

State of Hawaii  
**UNREQUIRED APPROPRIATIONS TO BE LAPSED**

Dept. No. 1  
Comptroller's No. 2

3  
(Name of Department or Agency)

4  
(Fund)

Date: 5, 19.....

To: THE GOVERNOR,  
State of Hawaii.

In accordance with Section 40-67 of the Hawaii Revised Statutes, request is hereby made to transfer the unexpended balances of the appropriations listed on the reverse hereof to the unappropriated surplus of the 6 fund, from which the appropriations were made.

I hereby certify that all outstanding accounts against these appropriations have been fully paid and satisfied with exception of the encumbrances on record.

A  
Head of Department or Agency

**FIRST ENDORSEMENT**

OFFICE OF THE GOVERNOR

Date: A, 19.....

Referred to the Comptroller, State of Hawaii.

The Transfers requested are approved.

A  
Governor, State of Hawaii

INSTRUCTIONS: Prepare in triplicate for each distinct fund. Forward all copies to Comptroller.

Page 1

STATE ACCOUNTING FORM A-08  
JULY 1, 1973 (REVISED)

February 1, 1978

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting  
 Part 300 - 500: Expenditures

Page 375.04

SECTION 375: KEYED TO INSTRUCTIONS FOR SAFORM A-08

(back)

State of Hawaii  
UNREQUIRED APPROPRIATIONS TO BE LAPSED

⑦  
.....  
(Department or Agency)

⑧  
.....  
(Fund)

Dept. No. ....  
 Comptroller's No. 8-13 .....  
 Date 14-17 .....

E N T R Y	UNIFORM ACCOUNTING CODE						ALLOT CAT.	APPROPRIATION	AMOUNT TO BE LAPSED
	TR	F	YR.	APP.	D	S/D	TITLE		
18	19-20	21	22-23	24-26	27	28-30			44-54
				⑨			⑩	⑪	⑫
GRAND TOTAL								⑬	

Page 2

STATE ACCOUNTING FORM A-08  
JULY 1, 1973 (REVISED)

February 1, 1978