

SECTION 575: SORT SEQUENCE1. General.

- (a) Description. The "sort sequence" is a 15-digit field in the Vendor Edit Table of FAMIS.
- (b) Purpose. The purpose of the "sort sequence" field is to facilitate the on-line inquiry into the Vendor Edit Table. The "sort sequence" is one of two means (the other being the "vendor code") by which a vendor can be identified and viewed on-line in the Vendor Edit Table; if the "vendor code" is not known, the "sort sequence" can be used to search the Table for the vendor.
- (c) Maintenance Responsibility. The "sort sequence" is maintained by the Pre-Audit Branch centrally. The remainder of this section explains the conventions and special abbreviations used in the maintenance.

2. Punctuation.

- (a) Omit Punctuation. As a consistent "usage rule" applicable to the sort sequence field, all punctuation is omitted, for the purpose of making better use of the limited 15 digits with the alpha characters that are part of the vendor's name.
- (b) Leave Space for Punctuation. For each item of punctuation that is omitted in the sort sequence field, a blank space is left in its place except:
- (1) No blank space is left for apostrophes ("").
  - (2) No blank space is left for commas (",").
  - (3) No blank space is left for periods after initials, nor is any blank space left between initials after periods have been eliminated.

## Examples:

Tom's Barber Shop	TOMS BARBER SHO
Charley's Taxi	CHARLEYS TAXI
EM's Supply	EMS SUPPLY
Li, May L. Q.	LI MAY LQ
A. B. C. Store	ABC STORE
A.B.C. Store	ABC STORE
Hutton, E. F.	HUTTON EF
A-1 Liquors	A 1 LIQUORS
Abe-Li, John	ABE LI JOHN
Abe, Abe & Lee	ABE ABE & LEE
Scan/Line Office Interiors	SCAN LINE OFFIC

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3. Identical Sort Sequences. There are duplicate sort sequences, for a variety of reasons (persons with the same name, institutional names that are alike in the first 15 digits, etc.). A limitation within the system's programs limits the number of identical sort sequences to 15.
4. Abbreviations. The following special abbreviations have been established to make optimum use of the limited 15 digits of the sort sequence field:

American	AM
And	&
Association of (or "for")	ASN

## Examples:

American Association of Teachers	AM ASN TEACHERS
National Association of Farmers	NTL ASN FARMERS
Association of Retarded Citizens	ASN RETARDED CI
Association for English Literature	ASN ENGLISH LIT

Bank of Hawaii	BOH
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(Fill the remainder of the sort sequence field with the name of the account holder; if none, enter the branch name, or the address.)

## Examples:

Bank of Hawaii, Pearl City Branch	BOH PEARL CITY
Bank of Hawaii, A/C John Doe	BOH JOHN DOE

City and County of Honolulu	C&C
Company	CO
Corporation	CORP
County of	C
County of Hawaii	C HI
County of Kauai	C KAUAI
County of Maui	C MAUI

Center for (or "of", or "on")	CTR
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## Examples:

Center for Disease Control	CTR DISEASE CON
Center on Budget Policy	CTR BUDGET POLI

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Department of DEPT

Director of Finance,  
State of Hawaii DF(After "DF", leave a space;  
then enter the department's  
alpha code under the UAC.)

## Examples:

Director of Finance, State of Hawaii, for Department of Agriculture	DF A
Director of Finance, State of Hawaii, for Office of Hawaiian Affairs	DF Z1

First Hawaiian Bank FHB

(Fill the remainder of  
the sort sequence field  
with the name of the  
account holder; if none,  
enter the branch name, or  
the address.)

## Examples:

First Hawaiian Bank, A/C Smith Plumbing	FHB SMITH PLUMB
First Hawaiian Bank, Kalihi Branch	FHB KALIHI BRAN
First Hawaiian Bank, P.O. Box 336, Honolulu, Hawaii 96807	FHB PO BOX 336

General Electric Company GE

Hawaii State Tax Collector HSTC

(Fill the remainder of the  
sort sequence field with  
the account-name.)

## Example:

Hawaii State Tax Collector, A/C John Dostoevski	HSTC JOHN DOSTO
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Incorporated INC

STATE OF HAWAII

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International	INTL
Limited	LTD
National	NTL
Postmaster	PM

(After "PM", leave a space; then enter the department's alpha code under the UAC, another space, and as much additional departmental information as possible.)

Examples:

Postmaster, Judiciary, First Circuit Court	PM J FIRST CIRC
Postmaster, Office of the Governor, Wailuku	PM Q WAILUKU

Society of (or "for")	SOC
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Examples:

American Society of Teachers	AM SOC TEACHERS
Society of Petroleum Engineers	SOC PETROLEUM E
Society for Nutrition Education	SOC NUTRITION E

State of Hawaii	SH
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(After "SH", leave a space; then enter the department's alpha code under the UAC, another space, and as much additional division or branch information as possible.)

Examples:

State of Hawaii, Department of Agriculture	SH A
State of Hawaii, The Judiciary	SH J
State of Hawaii, Office of Hawaiian Affairs	SH Z1

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U.S. Penitentiary

US PEN

(After "US PEN", leave a space; then enter the prison name. If none, enter the prison location.)

Examples:

U.S. Penitentiary, Cashier's Office,  
Milan, California 98330

US PEN MILAN CA

U.S. Penitentiary, Alcatraz Prison,  
Alcatraz Island, San Francisco,  
California 98005

US PEN ALCATRAZ

United States

US

University of

U

(For use only with a state university name that begins with "University of". After "U", leave a space; then enter the Postal Service state abbreviation, another space, and as much of the main college or office name as possible.)

Examples:

University of California,  
College of Agriculture

U CA AGRICULTUR

University of Colorado,  
College of Psychology

U CO PSYCHOLOGY

University of Hawaii,  
College of Business Administration

U HI BUSINESS A

University of Hawaii,  
College of Arts and Sciences

U HI ARTS AND S

Unlimited

UNLTD