

SECTION 634: BOND FOR LOST WARRANT (FORM)

1. General Description and Purpose. A general description of the BOND FOR LOST WARRANT form and its purpose are summarized, as follows:
 - (a) The BOND FOR LOST WARRANT form has evolved over the years, under legal advice from the Attorney General's office, as a means of providing the State with protection against loss that otherwise could occur if an original WARRANT and a duplicate of that WARRANT are both cashed with the valid endorsement of the payee.
 - (b) In signing the BOND, a WARRANT payee represents (and a surety or co-signer guarantees) that the original WARRANT was not endorsed.
 - (c) If a duplicate WARRANT is issued, and the original WARRANT is then cashed with the payee's valid endorsement, the BOND requires the payee (or, in the payee's default, the surety or co-signer) to pay the amount of the WARRANT to the State of Hawaii.
2. When Required. This form is prepared and executed whenever a request is made by a payee who claims that a State WARRANT of \$1,000.00 or over, prepared in his name, is lost, stolen, or otherwise unavailable to him, and execution may also be required for a WARRANT of a lesser amount if the Comptroller determines such protection is prudent in particular circumstances.
3. Preparation. Item Nos. 1, 5, 8, 9, 10 & 11 are normally filled in by DAGS Accounting Division for all payees. An "X" mark is placed by the spaces which the payee must fill in. If the payee is a State employee and a payroll WARRANT is involved, the form is partially filled by DAGS Accounting Division and forwarded to the employee through the employee's departmental payroll office for completion.
4. Distribution.
 - (a) Copy #1 - Attached to the original letter request for a duplicate WARRANT, and filed in DAGS Accounting Division file.
 - (b) Copy #2 - Accompanies duplicate WARRANT.

STATE OF HAWAII
Accounting Manual

Volume II: Budgetary Control Accounting
Part 600: Disbursements

Page 634.02

SECTION 634: BOND FOR LOST WARRANT (FORM)

5. Special Rules.

- (a) This particular BOND FOR LOST WARRANT form is not required for welfare subsistence payments for which the Department of Social Services and Housing (DSSH) is responsible, unless the Comptroller determines the BOND is needed in particular circumstances. This informal arrangement is made on the basis of DSSH's assurance that it will pursue recovery promptly of any double-cashing of both an original and a duplicate WARRANT.
- (b) Normally, governmental agencies (Federal, State, and Counties) that are WARRANT payees are not required to execute a BOND FOR LOST WARRANT for such WARRANTS.

SECTION 634: BOND FOR LOST WARRANT (FORM)

ITEM NO.	DATA AND DATA INSTRUCTIONS
①	NAME OF PAYEE - Enter the payee's name (first name, middle initial, and last name, or company name) whose WARRANT is lost and who is requesting a duplicate WARRANT be issued in its place.
②	ADDRESS OF PAYEE - Enter the home or business address of payee.
③	CITY AND COUNTY - Enter the name of the city and county where payee's address is located.
④	SURETY - Enter the name of the person serving as surety for the payee's claims for the lost WARRANT.
⑤	SUM OF - Enter the amount of the original WARRANT.
⑥	WITNESS OUR HANDS AND SEALS AT - Enter the city and county in which the bond is being signed.
⑦	DATE - Enter the date of the bond.
⑧	WARRANT NUMBER - Enter the State of Hawaii WARRANT number that was issued to the payee. The WARRANT number includes the alpha fund code preceding numerics.
⑨	PAY THE SUM OF - Enter the amount for which the original WARRANT was issued.
⑩	TO - Enter the payee's name (first name, middle initial, and last name, or company name) whose WARRANT is lost and who is requesting a duplicate WARRANT be issued in its place.
⑪	ACCOUNT OF - Enter the fund or department name to which the original WARRANT was charged.
⑫	PAYEE - Signature of the payee of the original WARRANT. If company, person signing must include his title.
⑬	(CO-SIGNER) SURETY - Signature of person serving as surety for the payee's claim for the WARRANT.
⑭	(OCCUPATION OF CO-SIGNER) - Enter the current occupation of the co-signer, if an individual rather than a bonding company.

SECTION 634: BOND FOR LOST WARRANT (FORM)

ITEM NO.	DATA AND DATA INSTRUCTIONS
⑮	(WHERE EMPLOYED) - Name of company where the co-signer is employed, if an individual rather than a bonding company.
⑯	WITNESS - Signatures of two witnesses.

STATE OF HAWAII

Accounting Manual

SECTION 634 : BOND FOR LOST WARRANT (FORM)

Accounting and General Services
Accounting Division
State of Hawaii

BOND FOR LOST WARRANT

KNOW ALL MEN BY THESE PRESENTS, that 1
of 2, County of 3, State of Hawaii, as
Principal, and 4 as Surety, are held and firmly bound
unto the State of Hawaii, in the full and just sum of 5
Dollars, monies of the United States of America, for the payment of
which to the said State of Hawaii, well and truly to be made, we do hereby jointly and
severally bind ourselves and our respective heirs, executors, administrators, successors
and assigns firmly by these presents.

WITNESS our hands and seals at 6 County of 6,
State of Hawaii, this 7 day of 7 A. D. 197.

The condition of this obligation is such that,

WHEREAS, the Principal represents that a State of Hawaii warrant numbered
8 directed to the Department of Budget and Finance of the State of Hawaii to
pay the sum of 9 Dollars to 10
the payee, and to be charged to the account of 11
fund or department, has been lost without the payee having indorsed his signature thereon,
and the payee, the Principal herein, desires to have a duplicate warrant issued in its
place.

NON, THEREFORE, if the original warrant shall become inoperative by lapse of time
or presentment for cancellation, or if the original warrant shall be charged to the ac-
count upon which it was drawn and the State of Hawaii shall recover the amount thereof, or
if the Principal's representations herein be true and the State of Hawaii shall fail to
make diligent efforts to recover the amount of the original warrant, then this obligation
shall be void; otherwise it shall be and remain in full force and effect.

AND IT IS HEREBY STIPULATED AND AGREED that if any cause of action shall arise by
reason of or from the breach of the condition herein contained or any part thereof, the
matter in the controversy may and shall be tried before a court of competent jurisdiction
without a jury.

Signed, sealed and delivered
in the presence of:

16
Witness
16
Witness

12 Payee
13 (Co-Signer) Surety
14 (Occupation of Co-Signer)
15 (Where Employed)